



## **Thanks for joining the Ragnar Relay Volunteer Crew!**

Whether you're a "newbie" or a veteran volunteer returning for your 5th year, whether your sister is running and dragged you out here to fulfill her team's volunteer requirement, or you're volunteering to support a charity, or you simply saw our race and thought it would be cool to participate, we're really glad you're here! It is our goal to make sure you know how truly appreciated you are, and how vitally important you are to our race! We hope you have a great experience volunteering this year, and can't wait to hear all your fun stories after the event.

There is a lot of information in this packet. Please use the linked index on the next page to find all the details about our race. The index will also take you to details regarding your specific shift, and communications you can expect from our crew prior to the race. We're excited to see you out there! Thank you for volunteering!

*Sincerely,  
The Ragnar Team*



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## Thank You!—

Once again, we can't thank you enough for volunteering! Our volunteers are vital to the success of the race, and every single person out there on the course appreciates your effort. We cannot say it enough- Thank You, Thank you, THANK YOU!



## What is Ragnar & how does the race work?—

***Ragnar is the overnight relay race that makes testing your limits a team sport!***

- Teams of 12 (or 6 for a crazier “Ultra” team) pile into two vans and tag team running 200(ish) miles, day and night, relay-style.
- Only one runner hits the road at a time.
- Each participant runs three times, with each leg ranging between 3-8 miles and varying in difficulty.
- While one person is running, the rest of the teammates are on support duty in the race vehicles. Teams require 2 vehicles (Runners 1-6 in van 1 and 7 -12 in van 2)
- Van 1's runners will cover the first six legs. As each runner begins, the crew in the vehicle can drive ahead, cheer their runner on and meet them at the exchange point to pick them up and drop off the next runner. After the first 6 legs, van 2 picks up the slack and starts putting in the miles. Repeat that cycle 3x, and you've got a Ragnar Relay!

[Here is a short YouTube video that gives a little information about the origins of our race, the Ragnar name, and the culture of our event.](#)

[Here is a link to view the rest of our events.](#)



## Important Dates & When to Expect Communication from Ragnar—

| <u>Item</u>                      | <u>Description</u>   | <u>Start Date</u> | <u>Deadline</u> |
|----------------------------------|--|-------------------|-----------------|
| <b>Volunteer Registration</b>    | Captains can send invitations to volunteers directly from their captain's page once volunteer registration opens. <a href="#">Volunteers can also go straight to our website.</a> <b>Volunteer shifts are first come, first choice.</b>  | 12/19/2014        | 1/23/2015       |
| <b>Automatic E-Confirmations</b> | These confirmations include a copy of the volunteer packet, as well as your shift details (Time, location and date) and are automatically sent from our website as soon as you register.<br><b><i>If you have already registered for a shift, but did not receive your confirmation email, please complete the following steps: 1) Check Your junk mail/ spam folder. Because the packet is attached, this email can sometimes get filtered out. 2) If you still don't have your confirmation, please email <a href="mailto:volunteers@ragnarrelay.com">volunteers@ragnarrelay.com</a> and inquire about your shift. Please include your full name, and the race for which you've registered to volunteer.</i></b> | 12/19/2014        | 1/23/2015       |
| <b>Final Shift Confirmations</b> | These confirmations are sent approximately 7 days prior to the race via email. You will receive contact info for your site manager, as well as an additional copy of the volunteer packet. You will be expected to confirm your shift attendance with your site manager via email.<br><b><i>If you do not receive your final confirmation by the deadline listed on this chart, please email <a href="mailto:volunteers@ragnarrelay.com">volunteers@ragnarrelay.com</a> to inquire about your confirmation. Please include your full name, and the race for which you've registered to volunteer.</i></b>  | 1/28/2015         | 1/30/2015       |

## Race Command—

### 661-RAGNAR-1

Race Command is the control-hub of the race. It is a **text only** line monitored by Ragnar Staff. Race Command is in place to support runners, and keep the race safe. Volunteers are also encouraged to text race command if they need anything. If you, as a volunteer, are running short on supplies, have a question, or need to report a team violation, please **text 661-RAGNAR-1 (661-724-6271)**. In your text, please identify yourself, your location/shift assignment, and give details regarding the issue you've encountered, including the team number if reporting a team violation. **If you encounter an emergency, dial 911 first. Race Command will refer you to local 911 services first in all emergency situations.** Once EMS has been contacted, please report all details of the occurrence to Race Command.

## How to find your shift—

### **Pre-Race Shifts:**

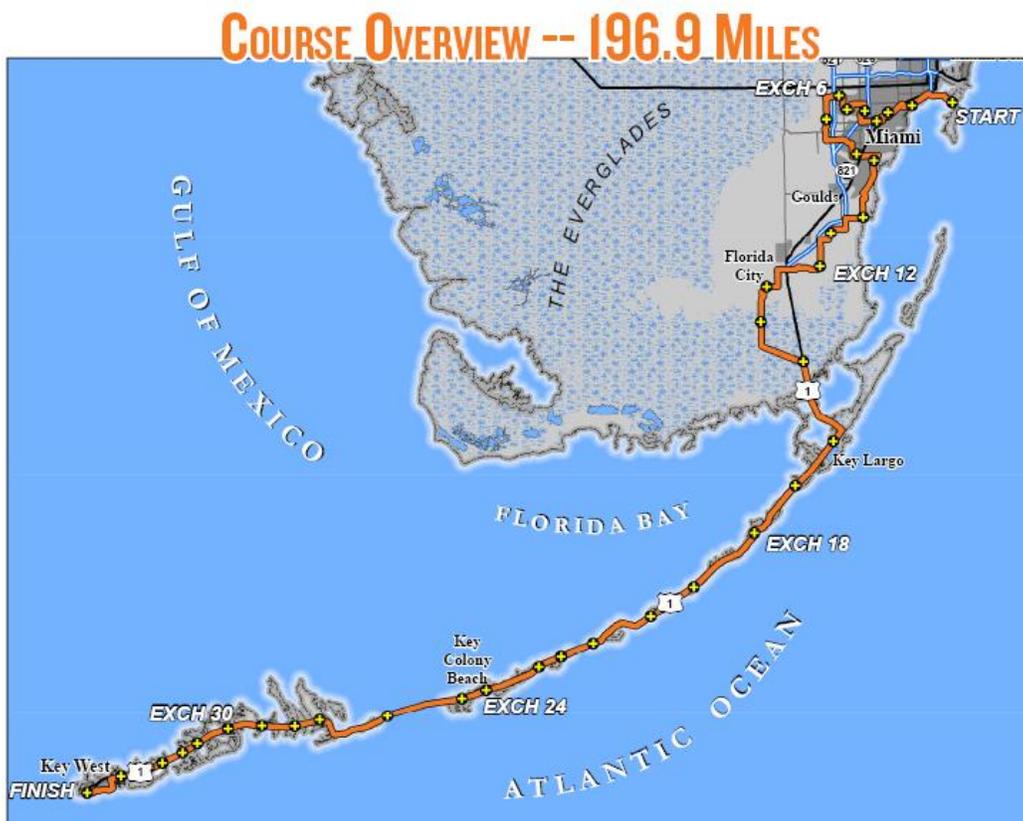
Outside the volunteer registration system, Pre-Race Shift Locations are not listed on our website. From your registration or your confirmation email, please cut and paste your shift address into [google maps](#). Contact our volunteer coordinator at [volunteers@ragnarrelay.com](mailto:volunteers@ragnarrelay.com) if you have any trouble.

### **Shifts along the Race Course:**

The address of your meeting point was displayed on your shift registration, as well as in your confirmation. Please reference those documents to find the address. All addresses (or GPS coordinates, in the event of there being no concrete street address available) are capable of being pasted into [google maps](#). Simply paste the address of your meeting point, and map directions from your residence.

Note that if you've registered for **Shift 1** at a Water Station, Course Directional location, or Bike Patrol duty, you will **meet** your manager at the address listed in your confirmation, but will then follow your manager to your exact station point. See the [Water Station Volunteer Page](#), the [Course Directional](#) Volunteer Page, Or the [Bike Patrol](#) Volunteer Page for further details

To view all of the locations along our course, [go to this link](#). You will see a large overview of our full course, with individual exchange number icons above the map. Click on the number of the exchange or leg for which you've registered to volunteer to see a more detailed map of the section in which you'll be stationed.





## **Safety Standards & How Volunteers Help Maintain a Safe Race—**

### **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 ensure a fun and safe event.

#### **How Can Volunteers Contribute to keeping the race safe?—**

Please help us keep the race safe by focusing on our safety rules, following the rules as a volunteer, and reminding runners firmly but kindly when they deviate from the rules. Follow up with Race Command (661-RAGNAR-1) via text when necessary. Here are the steps all volunteers should follow:

#### **Volunteer Guidelines—**

1. All volunteers should wear a safety vest at all times (vests are provided on-site at your shift for your use during your shift. You are also welcome to bring your own if you prefer).
2. During night time hours, all volunteers should hold a flashlight (provided to you on site for use during your shift), or wear a personally owned head lamp (if you have one of your own that you bring).
3. While volunteers may be stationed to direct van traffic in our parking lots, volunteers should **never** direct traffic in roadways.

#### **Enforce the Rules with our Runners—**

1. Review Ragnar Safety Standards List (on the next page)
2. If you see another volunteer or any runners or support teams deviating from the rules, please kindly but firmly remind them of the rule they are breaking, and ask them to help keep our race safe by following all rules.
3. Generally, our runners are very respectful and responsive to volunteer requests. However, if you ask a team to follow a rule and they resist or respond in a rude manner, please text Race Command at 661-RAGNAR-1 to report the infraction. In your text, identify yourself, the location and type of infraction, and the team's number. Race Command will follow up with the team. Beyond the first reminder you give, you are not expected to further confront the team or deal with the situation.

***Thank you for helping keep our race safe!***



## Ragnar Safety Standards List—

### 1. Runners: Which side of the road should you run on?

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.**

### 2. 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.

### 3. Night Time Hours--

**Running at Night:** The following nighttime rules have been developed to help ensure the safety of all participants.

- **Runners starting their legs after 5:15PM and before 7:45AM must wear one reflective vest, wear one headlamp (or carry a flashlight), AND one blinking LED on their back.**
- 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).

### 4. 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.

### 5. 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. **Reflective vests are needed during night time hours everywhere, including major exchanges, and our Start and Finish line venues.** Vests must be worn between the hours of **5:15PM and 7:45AM.** We also highly encourage you to wear vests at all times.
- Other than the driver, everyone must exit the vehicle on the passenger side.

### 6. Road Crossing

Any team member crossing the road must do so with an orange flag, day or night. Teams are given flags at the start line. This applies to the support crew – not the person running.

- Obey all traffic/pedestrian and jaywalking laws
- Cross at crosswalk if there is a crosswalk within sight
- No crossing if there is a median
- Roads with a total of 3 lanes or more must be crossed at crosswalks. **You may not cross a road with 3 lanes or more if there is no crosswalk.**

## 7. 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

## 8. 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 .
- Team 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 ensure 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.

## 9. 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.



## 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.
- **Alcohol is prohibited along the course.** 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.

## Other Safety Items to note—

### 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.

### Runners: 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.

### Van safety items--

During safety meetings teams will be given a van bib sticker to stick to the back window of their support van. This van bib must be properly displayed in the support vehicle for the duration of the event. Vans will also be given 2 orange flags at safety check in, at the start of the race. As noted above, these flags must be used when crossing roadways.



## Specific Shift Information: What to expect, what to bring, and general information regarding duties

In general, each shift will be a little different. Sometimes, even different shifts at the same location will have different duties. Please click on your particular type of shift on the list below to be taken to more specific information regarding what you can expect at the shift you've signed up for. Please note: When signing up in pairs or groups, please be aware that we may not be able to sign you and your friend(s) to the same task at the shift you've selected.

- [Specific Shift Information: What to expect, what to bring, and general information regarding duties](#) .....9
- [Prerace Shifts: Pre-Race Set Up, Start Line Set up, Merchandise Set-Up](#) ..... 10
- [Start Line Shifts](#) ..... 11
- [Minor Exchanges: 1-5, 7-11, 13-17, 19-23, 25-29, 31-35](#)..... 12
- [Major Exchange 6](#)..... 14
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## Prerace Shifts: Pre-Race Set Up, Start Line Set up, Merchandise Set-Up

Volunteers for this shift will be helping Ragnar staff prepare for the race. As indicated in the name, each of these shifts occurs prior to the race. It is acceptable for runners to sign up for these shifts, as none of them will overlap with the actual event. Volunteers for this shift should be able to lift 25 to 50lbs, and should be prepared to assist with lifting some heavy items. When you arrive at your shift, a staff member will be there to assign you a specific job and to train you.

### **What to Bring:**

- Work Gloves (optional, and not always necessary. We do have gloves on site as well, but please bring a pair if you prefer to wear your own gloves.)

### **Shift Duties Can Include:**

- Unloading the Ragnar equipment Trailer and unloading supply delivery vehicles
- Assisting with inventory & Sorting boxes of supplies
- Loading race crew vehicles
- Sorting runner t-shirts
- Assisting with goodie bag stuffing
- Setting up Tents & securing tent weights
- Setting up tables
- Hanging shirts
- Folding merchandise
- Setting up merchandise shelving,
- Assisting with set-up of Ragnar inflatables: The merchandise tent, our arch, and others.

### **Special Notes**

- **Pre-Race Shifts:** Report to the address and look for the Ragnar Trailer (pictured below)
- **Start Line Set up:** report to the shift address and look for your manager and the Ragnar Trailer (pictured below)
- **Merchandise:** Be sure to look for your specific manager, and report to the Ragnar Merchandise Tent





## Start Line Shifts

If your shift says “Merchandise” please go here: [Merchandise](#)

### **Basic Start Line Volunteer Info –**

This will be a busy and active shift. Expect to be on your feet for the vast majority of your shift. **All volunteers at the start line should be capable of lifting 25-50lbs.** Duties are broken down by shift below. Please check in at the Ragnar HQ tent (Image below) in the volunteer check in area to sign in and be connected with your manager. Remember: Costumes and decorations are highly encouraged, and prizes will be awarded post-race for the most spirited exchange and the Ragnarliest volunteer!

All Start line volunteers should be familiar with our Safety Standards & How Volunteers Help Maintain a Safe Race— as runners may ask questions. Volunteers can also refer runners to their [race bible](#) and or the [Ragmag](#) for rule lists and rule details.

### **Start Line, Shift 1:**

Thanks for coming out at the crack of dawn (or before)! At this shift, volunteers will help complete the start line set up process including final supply unloading, organizing check in areas, and setting up parking. Once the start line opens, volunteers will help with various start line duties including: team check in, goodie bag pick up, parking management, trash management, supply restock, clean up, and announcer assistance. Please note: Some lifting will be involved. **All volunteers for this shift should be capable of lifting 25-50lbs**

### **Start Line, Shifts 2 & 3**

Volunteers will help with various start line duties including: team check in, goodie bag pick up, parking management, trash management, supply restock, clean up, and announcer assistance. Please note: Some lifting will be involved. **All volunteers for this shift should be capable of lifting 25-50lbs**

**Also- Shift 2:** we highly encourage you to allow a little extra time for driving as you will be arriving at what we expect will be the busiest time at the start line

### **Start Line, Peak Shifts**

All peak shifts at the start line will be following the same instructions as in shift 2. However, we highly encourage you to allow a little extra time for driving as you will be arriving at what we expect will be the busiest time at the start line. You will help out at the areas that need the most assistance- typically gear check, goodie bag & T-shirt pick up, parking and littler/garbage pickup.

### **What to Bring:**

- A positive attitude
- Work Gloves (optional, and not always necessary. We do have gloves on site as well, but please bring a pair if you prefer to wear your own gloves.)
- Food- We will supply cliff bars, but not a full meal. If you’re going to be there during lunch and feel like you’ll need a meal, please bring something. We will have space to keep a cooler if you bring one for yourself, but you are responsible for monitoring it.



## Minor Exchanges: 1-5, 7-11, 13-17, 19-23, 25-29, 31-35

### What is a minor exchange?—

Referring to

[What is Ragnar & how does the race work?](#)— a “minor” exchange is a relay exchange point that only **one** vehicle from each team will stop at. All minor exchanges are listed above. At these minor relay exchange points, one runner on a team will be finishing their race leg, and handing off the team’s slap bracelet (our version of a relay baton) to the next runner on their team, who will start their race leg from that exchange. The finishing runner will then head on to the next exchange in their support van with the rest of their team.

### Shift Duties:

- Watching for & announcing incoming runners
- Recording runner arrival times
- Keeping the exchange area free of litter, tying off full trash bags and replacing liners
- Supply restock
- Directing the flow of runners and vans
- Crowd control
- Parking management
- Enforcing Safety Standards: Be sure you are familiar with our [Safety Standards & How Volunteers Help Maintain a Safe Race](#)—
- **Please see your specific shift for more details and additional duties.**

### Minor Exchange, Shift 1 Details

You are scheduled to arrive before we expect runners, so when you get there it probably won’t look like much. You’ll see a few cones, and a bank of porta-johns. If you see the porta’s, you’re in the right place! Your shift trainer & manager should be along at the start of your shift to train the group of volunteers, and hand out your soon-to-be hard-earned Race hats.

***Please note that your manager is scheduled to train volunteers on a tight schedule at several exchanges. Be sure you are on time to your shift. If your manager is not on site at the time your shift is set to start, please text Race Command at 661-RAGNAR-1 to notify them. Include your name, location, and note that your manager has not arrived yet.***

As your manager is scheduled to train volunteers at multiple locations, they will not be back to train later shifts of volunteers at your site. You will pass along all pertinent information to following shifts of volunteers on site, and make sure you pass along your job to your replacement volunteer.

### Minor Exchange, Shift 2 Details

You are scheduled to arrive in the midst of runners coming through the exchange. Please allow a little extra time to park. The first shift on site will be handing their jobs off to you and training you. They will also be able to direct you to the supplies, including safety vests, flashlights, Race Crew hats, water, and snacks.

Your shift will also clean up and break down the exchange after the last runner. As your shift goes on, the flow of runners will slow over time. We strive to keep the race experience consistent from the first runner through the last, and need your help! Although we encourage you to be proactive with litter pick up and general exchange maintenance, **we request that you please DO NOT break down the exchange chute or any coning before you have been notified by Ragnar staff that the last runner has passed.**

**Towards the end of your shift, you will need to do an Exchange Bin Inventory.** Please be sure to count and organize everything in the exchange bin, and add the completed inventory sheet (found in the exchange binder) inside the top of the bin. This is a **huge** help at the end of the race!



*Minor Exchanges: 1-5, 7-11, 13-17, 19-23, 25-29, 31-35 details continued on the next page.....*

*Continued..... Minor Exchanges: 1-5, 7-11, 13-17, 19-23, 25-29, 31-35*

**Equipment Supplied by Ragnar:**

- All cones and taping will be set up when you arrive.
- Porta-Johns & toilet paper should also be set up
- Extra TP for restocking porta-johns periodically
- An Exchange Binder with a diagram that outlines the exchange layout and planned flow of runners and vans, as well as a sheet with all the team numbers listed for recording runner arrival times and an exchange bin inventory sheet for use at the end of the last shift.
- A copy of the Ragnar Safety Standards
- Bottled Water
- Clif Bars
- An Exchange Bin full of supplies
  - Radios
  - Batteries (AAA, AA and D)
  - Ice Packs
  - Ponchos
  - Flashlights
  - Mylar Blankets
  - Binder clips (to clip trash bags to the trash boxes, so they don't fall in!)
  - Beacons
  - Extra Trash Bags
  - Pens
  - Safety Vests
  - Safety Flags
  - Lighted Traffic Batons

**Suggested equipment to bring:**

- Appropriate clothing: Check the forecast and dress for the weather! You will be outside, rain or shine (or snow, or sleet, etc. - you get the idea)!!
- Sunblock/ hat- if you expect sun. All shifts will be outside, and there may not be a shady spot available!
- Folding chair- there will probably be some downtime towards either the beginning or end of your shift, but please note that all shifts are active and on your feet. These are not seated volunteer jobs!
- Headlamp- if you're working a shift during dusk or night hours, this can be really helpful!
- Additional food and drinks
- Decorations/ a costume. We run contests for the best volunteers and exchanges!



## Major Exchange 6

If your shift says “Merchandise” please go here: [Merchandise](#)

### What is Major Exchange 6?

Referring to What is Ragnar & how does the race work?— a “major” exchange is a relay exchange point where both team vehicles converge, and the last runner in one of the team vans hands off to the first runner in the next van. Major Exchange #6 is extra special in that it is the start of the race for van #2, runners #7-12 on each team. Van #2 from each team will check in at exchange 6, pick up their race packet, goodie bags, and T-shirts, and complete their safety check and training on site. There’s a lot going on at Exchange 6, and it’s a fun location to volunteer!

### Shift Duties:

- Completing team safety gear check
- Handing out Race packets and t-shirts to teams
- Managing any on-site amenities: coffee, hot chocolate, water, sponsor activities, and more! Each race has different items at Exchange 6.
- Watching for & Announcing incoming runners
- Recording runner arrival times
- Keeping the exchange area free of litter, tying off full trash bags and replacing liners
- Supply Restock
- Directing the flow of runners and vans
- Crowd Control
- Parking Management
- Enforcing Safety Standards: Be sure you are familiar with our [Safety Standards & How Volunteers Help Maintain a Safe Race](#)—
- **Please see your specific shift for more details and additional duties.**

### Exchange 6, Shift 1 Details

You are scheduled to arrive before we expect runners, so when you get there it might not look like much. You’ll see some coning, a bank of porta-johns and maybe a large U-Haul or some 10x10 orange tents. If you see the porta’s, you’re in the right place! Ragnar Staff will be on site to meet you, get you signed in, hand out crew shirts, and give you direction. Shift 1 is largely a set up shift, so be ready to be active! **You must be able to lift 25-50lbs to work this shift.** You’ll be helping unload supplies from our trucks, set up tables, set up tents, fill & distribute large water jugs, help set up coning, and more. Once everything is set up, your manager will direct you to a station to manage for the first wave of runners. NOTE: there are some races where shift one at exchange 6 will end before the first wave of runners.

### Exchange 6, Shift 2 Details

You are scheduled to arrive in the midst of runners coming through the exchange. Please allow a little extra time to park. The first shift on site will be handing their jobs off to you and training you. They will also be able to direct you to the supplies, including safety vests, flashlights, Race Crew hats, water, and snacks. Ragnar staff will be on site for the duration of your shift.

If you are the last shift at the exchange, you will also help clean up and break down the exchange after the last runner. As your shift goes on, the flow of runners will slow over time. We strive to keep the race experience consistent from the first runner through the last, and need your help! Although we encourage you to be proactive with litter pick up and general exchange maintenance, **we request that you please DO NOT break down the exchange chute or any coning before you have been notified by Ragnar staff that the last runner has passed.**

*Exchange 6 details continued on the next page.....*



*Continued..... Major Exchange 6 Information*

### **Exchange 6, Shift 3 Details**

You are scheduled to arrive in the midst of runners coming through the exchange. Please allow a few extra minutes to park. The shift prior to yours will be handing their jobs off to you and training you. They will also be able to direct you to the supplies, including safety vests, flashlights, Race Crew hats, water, and snacks. Ragnar staff will be on site for the duration of your shift.

Your shift is scheduled through the last runner, and will help clean up and break down the exchange after the last runner. Please be prepared to do some lifting during clean up. We will be loading all Ragnar supplies back into our truck(s). **All volunteers for this shift must be capable of lifting 25-50lbs.** Volunteers will assist with loading boxes of supplies, 6 foot tables, and 10x10 tents into our race truck(s).

As your shift goes on, the flow of runners will slow over time. We strive to keep the race experience consistent from the first runner through the last, and need your help! Although we encourage you to be proactive with litter pick up and general exchange maintenance, we request that you please **DO NOT** break down the exchange chute or any coning before you have been notified by Ragnar staff that the last runner has passed

### **Exchange 6, Peak Shift**

For many races, we schedule shifts of additional volunteers when we expect the highest level of traffic through the exchange. All volunteers for peak shifts can follow the same basic instructions as the shift 2 volunteers. Volunteers for peak shifts will typically assist with the following duties: Supply restock, Parking Management, Trash/ Litter pick up, and gear check/ team check in.

### **Equipment Supplied by Ragnar:**

- Extra toilet paper for restocking porta-johns periodically
- An Exchange Binder with a diagram that outlines the exchange layout and planned flow of runners and vans, as well as a sheet with all the team numbers listed for recording runner arrival times and an exchange bin inventory sheet for use at the end of the last shift.
- A copy of the Ragnar Safety Standards
- Bottled Water
- Clif Bars
- All other supplies needed on site- tents, tables, chairs, radios, batteries, extra trash bags, safety vests, batons, etc.

### **Suggested equipment to bring:**

- Appropriate clothing: Check the forecast and dress for the weather! You will be outside, rain or shine (or snow, or sleet, etc. - you get the idea)!!
- Sunblock/ hat- if you expect sun. All shifts will be outside, and there may not be a shady spot available!
- Additional food and drinks- we supply clif bars and water, and exchange 6 does sometimes have food available for purchase, but if your shift is long enough that you feel you'll need more, please bring it. You are welcome to bring your own cooler, but please know you are responsible for it.
- Decorations/ a costume. We run contests for the best exchange and best volunteers!



## Major Exchanges 12, 18, 24, and 30

### What is a “Major” Exchange?

Referring to

[What is Ragnar & how does the race work?](#)— a “major” exchange is a relay exchange point where both team vehicles converge, and the last runner in one of the team vans hands off the slap bracelet to the first runner in the next van. Each Major exchange at each race is a little different, but there will be a manager on site at all times that will guide you through what’s going on at the Exchange where you’ve registered to volunteer.

### Shift Duties:

- Managing any on-site amenities: coffee, hot chocolate, water, giveaways, etc.! Each race and each location can have unique items.
- Watching for & Announcing incoming runners
- Recording runner arrival times
- Keeping the exchange area free of litter, tying off full trash bags and replacing liners
- Supply Restock
- Directing the flow of runners and vans
- Crowd Control
- Parking Management
- Enforcing Safety Standards: Be sure you are familiar with our [Safety Standards & How Volunteers Help Maintain a Safe Race](#)—
- **Please see your specific shift for more details and additional duties.**

### Shift 1

You are scheduled to arrive before we expect runners, so when you get there it might not look like much. If you see the porta’s, you’re in the right place! Your manager will be on site to meet you, get you signed in, hand out hats, and give you direction. Shift 1 is largely a set up shift, so be ready to be active! You’ll helping unload supplies from our trucks, set up tents, set up 6ft tables, fill and distribute large water jugs, help set up coning, and more. Once everything is set up, your manager will direct you to a station to manage for the first wave of runners.

### Shift 2

You are scheduled to arrive in the midst of runners coming through the exchange. Please allow a little extra time to park. The first shift on site will be handing their jobs off to you and training you. They will also be able to direct you to the supplies, including safety vests, flashlights, Race Crew hats, water, and snacks. Ragnar staff will be on site for the duration of your shift.

If you are the last shift at the exchange, you will also help clean up and break down the exchange after the last runner. As your shift goes on, the flow of runners will slow over time. We strive to keep the race experience consistent from the first runner through the last, and need your help! Although we encourage you to be proactive with litter pick up and general exchange maintenance, **we request that you please DO NOT break down the exchange chute or any coning before you have been notified by Ragnar staff that the last runner has passed.**

*Major Exchange details continued on the next page.....*



Continued..... Major Exchange Shifts

### Shift 3 Details

You are scheduled to arrive in the midst of runners coming through the exchange. Please allow a few extra minutes to park. The shift prior to yours will be handing their jobs off to you and training you. They will also be able to direct you to the supplies, including safety vests, flashlights, Race Crew hats, water, and snacks.

Your shift is scheduled through the last runner, and will help clean up and break down the exchange after the last runner. Please be prepared to do some lifting during clean up. We will be loading all Ragnar supplies back into our truck(s). **All volunteers for this shift must be capable of lifting 25-50lbs.** Volunteers will assist with loading boxes of supplies, 6 foot tables, and 10x10 tents into our race truck(s). As your shift goes on, the flow of runners will slow over time. We strive to keep the race experience consistent from the first runner through the last, and need your help! Although we encourage you to be proactive with litter pick up and general exchange maintenance, we request that you **please DO NOT break down the exchange chute or any coning before you have been notified by Ragnar staff that the last runner has passed. Towards the end of your shift, you will need to do an Exchange Bin Inventory.** Please be sure to count and organize everything in the exchange bin, and add the completed inventory sheet (found in the exchange binder) inside the top of the bin. This is a **huge** help at the end of the race!

### Peak Shift Details

For many races, we schedule shifts of additional volunteers when we expect the highest level of traffic through the exchange. All volunteers for peak shifts can follow the same basic instructions as the shift 2 volunteers. Volunteers for peak shifts will typically assist with the following duties: Supply restock, Parking Management, and Trash/ Litter pick up.

### Equipment Supplied by Ragnar:

- Extra toilet paper for restocking porta-johns periodically
- An Exchange Binder with a diagram that outlines the exchange layout and planned flow of runners and vans, as well as a sheet with all the team numbers listed for recording runner arrival times and an exchange bin inventory sheet for use at the end of the last shift. This binder also has a copy of the Ragnar Safety Standards
- Bottled Water & Clif Bars
- An Exchange Bin full of supplies
  - Radios & batteries(AAA, AA and D)
  - Ice Packs
  - Ponchos
  - Mylar Blankets
  - Extra trash bags & Binder clips (to clip trash bags to the trash boxes, so they don't fall in!)
  - Beacons & Flashlights
  - Pens
  - Safety Vests, Safety Flags & Lighted Traffic Batons

### Suggested equipment to bring:

- Appropriate clothing: Check the forecast and dress for the weather! You will be outside, rain or shine
- Sunblock/ hat- if you expect sun. All shifts will be outside, and there may not be a shady spot available!
- Additional food and drinks- Major exchanges do sometimes have food available for purchase, but if your shift is long enough that you feel you'll need more than the snack we provide, please bring it. You are welcome to bring your own cooler, but please know you are responsible for it.
- Decorations/ a costume. We run contests for the best exchange and best volunteers!



## Water Station

### What is a Water Station?

We know, this sounds like a silly question, but we wanted to take this opportunity to let you know how important our water station volunteers are. Ragnar sets up water stations on long stretches of trail and roadway where team support vans are **not** allowed to support their runners. Your role as a water station volunteer is greatly appreciated by our runners- you may be the only cheer they hear for miles! Particularly in very hot weather, and at night, the value of your support is immeasurable! Thank you!!

### Shift Duties:

- I bet you've guessed it- you're going to hand out water to runners!
- Pick up cups & keep all trash contained.
- Notify your manager when you run low on water. (your manager will let you know how much water to watch for, and when to notify them)
- Cheer for runners (ok, so this isn't strictly required, but it's really nice!)
- **Note:** Most Water stations will have a port-a-john on site. Unfortunately, some locations do not allow us to place a port-a-john at the station. In these cases, you may need to travel the distance between your water station and the closest relay exchange point should you need to use the facilities. In these instances, please leave as many full water cups set up as possible, and leave the station unattended to as little time as possible.

### Water Station, Shift 1 Details

**This is very important:** You will be helping set up the water station. As water station locations can be very hard to find before they're set up, **you are scheduled to meet your manager at one location, and then caravan to the actual water station area along the race leg you're supporting.** You will help the manager set up the table, water jugs, cups, and trash bins, and will then complete your shift at the water station.

Please note that your manager is scheduled to train volunteers on a tight schedule at several stations. Be sure you are on time to your shift. If your manager is not on site at the time your shift is set to start, please text Race Command at 661-RAGNAR-1 to notify them. Include your name, location, and note that your manager has not arrived yet.

As your manager is scheduled to train volunteers at multiple locations, they will not be back to train later shifts of volunteers at your site. You will pass along all pertinent information to following shifts of volunteers on site, and make sure you pass along your job to your replacement volunteer.

### Water Station, Shift 2 Details

You are scheduled to arrive in the midst of runners coming through the water station, and have been given coordinates to the exact location of your station. Please paste them into google- the coordinates should direct you easily. Water stations are typically placed along trails, on highway pull offs, or on road shoulders. If you are stationed on a trail, please allow a little extra time to park and walk the short distance (1/3 mile or less) to your station. The first shift on site will be handing their jobs off to you and training you. They will also be able to direct you to the supplies, including safety vests, flashlights, Race Crew hats, water, and snacks.

Your shift will also clean up and break down the water station after the last runner. As your shift goes on, the flow of runners will slow over time. We strive to keep the race experience consistent from the first runner through the last, and need your help! Although we encourage you to be proactive with litter pick up and general water station maintenance, **we request that you please DO NOT break down the station until you have confirmed that the last runner has passed.**

Ragnar Staff will come to notify you.

**Towards the end of your shift, you will need to do a Water Station Bin Inventory.** Please be sure to count and organize everything in the supply bin, and add the completed inventory sheet (found in the water station binder) inside the top of the bin. This is a **huge** help at the end of the race!

*Water station volunteer information continued on the next page.....*



*Continued..... Water Station Volunteer Information*

**Equipment Supplied by Ragnar:**

- A binder with a diagram that outlines the water station layout
- Garbage bins (large cardboard garbage receptacles that will be lined with bags)
- A copy of the Ragnar Safety Standards
- Bottled Water
- Clif Bars
- An Exchange Bin full of supplies
  - Batteries (AAA, AA and D)
  - Ice Packs
  - Ponchos
  - Flashlights
  - Mylar Blankets
  - Beacons
  - Extra Trash Bags & Binder clips (to clip trash bags to the trash boxes, so they don't fall in!)
  - Pens
  - Safety Vests
  - Safety Flags
  - Lighted Traffic Batons

**Suggested equipment to bring:**

- **Folding Chairs- you will have some down time!**
- **Appropriate clothing:** Check the forecast and dress for the weather! You will be outside, rain or shine (or snow, or sleet, etc.- you get the idea)
- **Sunblock/ hat-** if you expect sun. All shifts will be outside, and there may not be a shady spot available
- **Headlamp-** if you're working a shift during dusk or night hours, this can be really helpful!
- **Additional food and drinks:** You are welcome to bring your own cooler, but please know you are responsible for it.
- **Decorations/ a costume.** We run contests for the best volunteers and exchanges & water stations! Tip: funny signs are particularly beloved at water stations
- **Optional: Extra lighting--** There will be no outlets on site, so anything you want to bring needs to be battery powered. We provide lighted beacons and batons, but you are definitely allowed to bring more if you want it.



## Course Directional

### What is a Course Directional Station?

Course directional volunteers are incredibly important to the safety of the course. Depending on your assigned location, you could be helping runners make a tricky/ hard to see turn on a race leg, you could be helping runners safely cross the road to continue along the route, or you could be helping to enforce local laws, such as using crosswalks. In all cases, Course Directional volunteers are in place to direct the runners, **not** traffic.

### Shift Duties:

- Help keep runners on track safely at tricky turns or intersection crossings
- Cheer for runners (ok, so this isn't strictly required, but it's really nice!)

### Course Directional, Shift 1

**This is very important:** As course directional station locations can be very hard to find, **you are scheduled to meet your manager at one location, and then caravan to the actual Course Directional assignment along the race leg that you're supporting.** Your manager will give you your crew hat, a safety vest, and a safety flag or baton, as well as a beacon light and/or flashlights if needed.

Please note that your manager is scheduled to train volunteers on a tight schedule at several stations. Be sure you are on time to your shift. If your manager is not on site at the time your shift is set to start, please text Race Command at 661-RAGNAR-1 to notify them. Include your name, location, shift (clearly identifying that you are a course directional volunteer) and note that your manager has not arrived yet.

As your manager is scheduled to train volunteers at multiple locations, they will not be back to train later shifts of volunteers at your site. You will pass along all pertinent information to following shifts of volunteers on site, and make sure you pass along your job to your replacement volunteer.

### Course Directional, Shift 2

You are scheduled to arrive in the midst of runners coming through the water station, and have been given coordinates to the exact location of your station. Please paste them into google- the coordinates should direct you easily. Course directional locations are typically placed at crosswalks, along trails, or at tricky turns along our course. If you are stationed on a trail, please allow a little extra time to park and walk the short distance to your station. The first shift on site will be handing their jobs off to you and training you. They will also be able to direct you to the supplies, including safety vests, flashlights, Race Crew hats, water, and cliff bars.

Note that towards the end of the second shift, the flow of runners will thin and become very sporadic. **Please do not leave your station until you are dismissed by Ragnar staff.** A staff member will come through and confirm when the last runner has passed your station.

*Course Directional information continued on the next page.....*



*Continued..... Course Directional volunteer information*

**Equipment Supplied by Ragnar:**

- Bottled Water
- Clif Bars
- An Exchange Bin full of supplies
  - Flashlights
  - Beacons
  - Safety Vests
  - Safety Flags and/or Lighted Batons (Note, again- Course Directional volunteers direct the runners, **NOT traffic**)

**Suggested equipment to bring:**

- **Folding Chairs- you will have some down time!**
- Appropriate clothing: Check the forecast and dress for the weather! You will be outside, rain or shine (or snow, or sleet, etc.- you get the idea)
- Sunblock/ hat- if you expect sun. All shifts will be outside, and there may not be a shady spot available
- Head lamp- if you're working a shift during dusk or night hours, this can be really helpful!
- Additional food and drinks: You are welcome to bring your own cooler, but please know you are responsible for it.
- Optional: Decorations/ a costume/ homemade signs. We run contests for the best volunteers and exchanges & water stations! Tip: funny signs are particularly beloved at water stations
- Optional: Extra lighting-- There will be no outlets on site, so anything you want to bring needs to be battery powered. We provide flashlights and/or beacons for night shifts, but you are definitely allowed to bring more if you want it.



## Bike Patrol

### What is Bike Patrol?

Bike Patrol volunteers help support sections of our course that can't be reached by team support vehicles. These are typically trail sections. **Note: for this shift, you must bring your own bike, and helmet, as well as a headlamp for night time shifts.** Bike Patrol volunteers support our runners in several ways including helping them stay on the Ragnar course on trails and paths that fork, supporting runners to ensure safety while they're separated from their support vehicles, and keeping an eye out for runners in distress (dehydration, pulled muscles, rolled ankles, etc.). Be prepared to carry a couple extra bottles in case a need arises (Ragnar will supply extra bottled water).

### Shift Duties:

- Ride the trail section once before runners are expected, report any unexpected trail safety issues to [Race Command](#)— immediately (downed trees, flooding, etc.)
- Once runners arrive in your section, lead the first runner through your section
- Once the first runner is through your section, ride your assigned section of the course periodically providing a support presence along a section of our course that is inaccessible to team support vehicles.
- Report any issues with signage or route problems to race command immediately.
- Report any emergencies by contacting 911/EMS immediately.
- Sweep behind the last section, picking up any LED's placed along the path.

### Bike Patrol, Shift 1

Your Manager will meet you at your assigned meeting point and provide you with your crew shirt, extra bottled water, and LED's for night time shifts. They will complete your training and answer any last minute questions you may have. You will then carry out the duties outlined above. 30 minutes prior to the end of your shift, you will head back to your meeting point to train your relief shift (shift 2). Once the shift 2 bike patrol volunteer is trained, you can head home! Note: During your shift, it is most important that you provide a presence along your section. You do not need to rapidly ride your section- feel free to take breaks and rest at any time. It is typically best if you plan your breaks somewhere in the middle of your section or directly at a trail fork so you can continue to support runners.

Please note that your manager is scheduled to train volunteers on a tight schedule at several stations. Be sure you are on time to your shift. If your manager is not on site at the time your shift is set to start, please text Race Command at 661-RAGNAR-1 to notify them. Include your name, location, Shift (clearly identifying that you are a course directional volunteer) and note that your manager has not arrived yet.

As your manager is scheduled to train volunteers at multiple locations, they will not be back to train later shifts of volunteers at your site. You will pass along all pertinent information to the shift 2 Bike Patrol Volunteer(s).

### Bike Patrol, Shift 2 (and 3, if there is a shift 3)

You are scheduled to arrive in the midst of runners coming through your section. The first shift of bike patrol in your section will be training you. They will also be able to direct you to the supplies, including safety vests, flashlights, Race Crew hat, water, and snacks.

As your shift goes on, the flow of runners will slow over time. We strive to keep the race experience consistent from the first runner through the last, and need your help! Please remain on course and follow behind the last runner, to be sure all runners on course receive support. Shortly before the last runners come through, Ragnar Staff will notify you of the last runner numbers to expect.

*Bike Patrol information continued on the next page.....*



*Continued..... Bike Patrol*

**Equipment Supplied by Ragnar:**

- Bottled Water
- Clif Bars
- An Exchange Bin full of supplies
  - LED's- for night shifts. You can drop these to periodically light the trail, but please count them- we want to be sure to pick them all up at the end of your shift!
  - Safety Vests- to be worn during your shift. This helps runners identify you as Ragnar support.

**Equipment to bring:**

- **Your own Bike.** Please expect a paved path unless otherwise notified, but you do not need a road bike. You won't need to be riding fast!
- **A helmet**
- **A head light-** if your shift is during evening hours. Your section will typically NOT be lighted.
- **Appropriate clothing:** Check the forecast and dress for the weather! You will be outside, rain or shine (or snow, or sleet, etc.- you get the idea)
- Please ride with your cell phone.
- Please bring a pack to carry a couple extra bottles of water to give to any runners in distress. Ragnar will supply the bottled water
- Sunblock - if you expect sun.
- Additional food and drinks: You are welcome to bring your own cooler, but please know you are responsible for it.

## Parking

### What is parking?

We know, this is a silly question, but we thought we'd take the time to again thank you for volunteering! Our parking volunteers are extremely important to keeping our event running smoothly. Some of our venues have parking situations that require volunteers to manage challenging parking situations. You can expect to be outside and on your feet for your shift. You might be helping vans maintain order while parking in a large, unlined lot. Or, you may be working with a crew of volunteers to keep parking flowing between several smaller lots at a large venue. Either way, you're the grease that keeps traffic moving, and maintains peace and happiness in our parking lots and along the roadways. Thanks for volunteering!

### Shift Duties:

- Work as part of a team to keep parking at your assigned location organized and efficient.
- Work to keep traffic moving, and prevent Ragnar Van traffic from backing up onto roadways, impeding local traffic.

### Parking, Shift 1

Your Manager will meet you at your assigned meeting point and provide you with your crew shirt and other supplies. They will train you and the other volunteers as to how to best manage the parking challenges on site. They will complete your training and answer any last minute questions you may have.

Please note that your manager is scheduled to train volunteers on a tight schedule at several stations. Be sure you are on time to your shift. If your manager is not on site at the time your shift is set to start, please text Race Command at 661-RAGNAR-1 to notify them. Include your name, location, Shift (clearly identifying that you are a parking volunteer) and note that your manager has not arrived yet.

As your manager is scheduled to train volunteers at multiple locations, they will not be back to train later shifts of volunteers at your site. You will pass along all pertinent information to the shift 2 Parking Volunteers.

### Parking, Shift 2 (and 3, if there is a shift 3)

You are scheduled to arrive in the midst of runners and vans coming through your location. The shift of volunteers prior to yours will be training you. They will also be able to direct you to the supplies, including safety vests, flashlights, Race Crew hats, water, and snacks.

As your shift goes on, the flow of runners and vans will slow over time. Once your shift comes to an end, please return the supplies to your manager, and enjoy the rest of your day/evening!

*Parking information continued on the next page.....*



*Continued..... Parking Volunteers*

**Equipment Supplied by Ragnar:**

- Bottled Water
- Clif Bars
- Flags and/or Traffic Batons
- Flashlights

**Equipment to bring:**

- Appropriate clothing: Check the forecast and dress for the weather! You will be outside, rain or shine (or snow, or sleet, etc.- you get the idea)
- Sunblock - if you expect sun.
- Additional food and drinks: You are welcome to bring your own cooler, but please know you are responsible for it.
- A head Lamp- this is really helpful if you're working a night shift. We supply flashlights, but it's nice to be able to have both hands free to direct vehicles.
- A Folding Chair- *\*some\** portions of some parking shifts will have down time, but please don't expect a lot of time to sit.



## Merchandise

### **What is a Merchandise Volunteer?**

You can probably guess this, but you'll be helping out in our Merchandise area. During your shift, you'll assist Ragnar staff in keeping the shelves restocked neatly. You will help customers find items and specific sizes, and help monitor the overall merchandise area. Some heavy lifting will be involved with this shift, as you'll probably help move boxes of Ragnar Merchandise to be stocked. You'll also assist in keeping the area free of litter. All volunteers should be capable of lifting 25-50lbs for this shift.

### **Shift Duties:**

- Restock Merchandise items as they sell.
- Help keep merchandise neatly folded and hung on racks
- Keep display tables organized and neat
- Assist with litter pick up and taking full trash bags to the on-site dumpster.
- During the initial morning set up, and end-of-the-day clean up periods, volunteers will also help with unloading and loading trucks. Some lifting will be involved with most merchandise shifts.

### **Merchandise, Shift 1**

Meet in the large Ragnar Merchandise tent. Your manager will be on site for the duration of your shift to train you, and then supervise the merchandise tent while it's open. During this shift, you will assist the merchandise team with keeping items restocked and organized in the display areas. Some lifting may be involved, as boxes of items may need to be unloaded from our trucks.

### **Merchandise, Shift 2 (And Shift 3, if there is a shift 3)**

Meet in the large Ragnar Merchandise tent. Your manager will be on site for the duration of your shift to train you, and then supervise the merchandise tent while it's open. During this shift, you will assist the merchandise team with keeping items restocked and organized in the display areas. During the final shift on site, lifting will be involved, as unsold items will need to be boxed up and loaded onto our truck. You will also assist the staff in breaking down and loading tables and the merch tent itself.



## Finish Line

If your shift says "Merchandise" please go here: [Merchandise](#)

Our finish line certainly has a lot going on! As a volunteer at this venue, you'll be contributing to the celebration that culminates the end of the teams' 200ish mile adventure. Finish line shifts are definitely a lot of work, but they're a lot of fun too! Please be prepared to be active and on your feet. Additionally, all volunteers for finish line shifts should be capable of lifting 25-50lbs. Many people have favorite positions to work at the finish line, and Ragnar Staff does the best they can to assign everyone to a position they will like.

### Shift Duties:

- Keep supplies stocked- t-shirts for runners to exchange, giveaways, medals, and more!
- Help with on-site giveaways to teams- food, beverages, goodies, medals, etc. - each race is different.
- Manage the flow of traffic on site- spectators, runners, and vans
- Assist with keeping the area clean- pick up litter, tie off full trash bags, and take full bags to the on-site dumpster
- Watching for & announcing incoming runners
- Assist the DJ
- Crowd control
- Parking management
- **Please see your specific shift for more details and additional duties.**

### Finish Line, Shift 1

You are scheduled to arrive before we expect runners, so when you get there it might not look like much. You'll see some coning, a bank of porta-johns and maybe some 10x10 orange tents. For most races, our Ragnar Trailer will be on site too. If you see the trailer, or if you see the porta's, you're in the right place! Ragnar Staff will be on site to meet you, signed in, hand out race crew hats, and give you direction. Shift 1 is largely a set up shift, so be ready to be active! **All volunteers for this shift must be capable of lifting 25-50lbs.** You'll helping unload supplies from our trucks, set up tables, set up tents, set up 6ft tables, fill water jugs, help set up coning, and more. Once everything is set up, your manager will direct you to a station to manage for the first wave of runners. **Please note, depending on race timing, you may see very few teams finish the race during your shift.** But, the good news is, you're free to enjoy the finish line for the rest of the day, and stick around to watch your team finish!

### Finish Line, Shift 2

You are scheduled to arrive in the midst of runners coming through the finish line. It will be BUSY! Please allow a little extra time to park, and check in at the Race Headquarters tent. The first shift on site will be handing their jobs off to you and training you. They will also be able to direct you to the supplies, including safety vests, flashlights, Race Crew hats, water, and snacks. Ragnar staff will be on site for the duration of your shift.

*Finish Line details continued on the next page.....*



*Continued..... Finish Line*

### **Finish Line, Shift 3 Details**

You are scheduled to arrive in the midst of runners coming through the finish line. Please allow a few extra minutes to park. The shift prior to yours will be handing their jobs off to you and training you. They will also be able to direct you to the supplies, including safety vests, flashlights, Race Crew hats, water, and snacks. Ragnar staff will be on site for the duration of your shift.

Your shift is scheduled through the last runner, and will help clean up and break down the venue after the last runner. Please be prepared to do some lifting during clean up. We will be loading all Ragnar supplies back into our truck(s). **All volunteers for this shift must be capable of lifting 25-50lbs.** Volunteers will assist with loading boxes of supplies, 6 foot tables, and 10x10 tents into our race truck(s).

As your shift goes on, the flow of runners will slow over time. We strive to keep the race experience consistent from the first runner through the last, and need your help! Although we encourage you to be proactive with litter pick up and general venue maintenance, we request that you please **DO NOT** break down the venue before approval from Ragnar Staff.

### **Finish Line, Peak Shifts**

For many races, we schedule shifts of additional volunteers when we expect the highest level of traffic through the venue. All volunteers for peak shifts can follow the same basic instructions as the shift 2 volunteers. Volunteers for peak shifts will typically assist with the following duties: Supply restock, Parking Management, Crowd Control, and Trash/ Litter pick up.

### **Equipment Supplied by Ragnar:**

- Extra toilet paper for restocking porta-johns periodically
- An Exchange Binder with a diagram that outlines the Finish Line layout and planned flow of runners and vans, as well as a sheet with all the team numbers listed for recording runner arrival times and an exchange bin inventory sheet for use at the end of the last shift.
- A copy of the Ragnar Safety Standards
- Bottled Water
- Clif Bars
- All other supplies needed on site- tents, tables, chairs, radios, batteries, extra trash bags, safety vests, batons, etc.

### **Suggested equipment to bring:**

- Appropriate clothing: Check the forecast and dress for the weather! You will be outside, rain or shine (or snow, or sleet, etc. - you get the idea)!!
- Sunblock/ hat- if you expect sun. All shifts will be outside, and there may not be a shady spot available!
- Additional food and drinks- we supply clif bars and water, and the finish line does sometimes have food available for purchase, but if your shift is long enough that you feel you'll need more, please bring it. You are welcome to bring your own cooler, but please know you are responsible for it.
- Decorations/ a costume. We run contests for the best exchange and best volunteers!

## Finish Line Trailer

### What is “the Trailer”?

The trailer is the fabulous vehicle that houses ALL of Ragnar in-between races. You’d be amazed what we can fit into this beauty! Please note: this will be a physical and active shift. **Volunteers must be capable of lifting 25-50lbs to sign up to work a Trailer shift.**



### Shift Duties:

- Assist Ragnar Staff in unloading race vehicles
- Assist with supply inventory
- Help organize all supplies and load the Ragnar trailer

You are scheduled to work at our trailer, in a location at or adjacent to our finish line, and are scheduled to arrive in the midst of runners coming through the finish line. Please allow a few extra minutes to park. Ragnar staff will be on site to direct you, and will remain on site for the duration of your shift.

Your shift is scheduled through the last runner, and will help clean up and break down the venue after the last runner. Please be prepared to do some lifting during clean up. We will be loading all Ragnar supplies back into our truck(s). **All volunteers for this shift must be capable of lifting 25-50lbs.** Volunteers will assist with loading boxes of supplies, 6 foot tables, and 10x10 tents into our race truck(s).



## Volunteer FAQ's

### ***Do I need to stay for the full shift for which I've registered? (Also- Can I leave an hour early? Can I arrive an hour late? Etc. - we get variations of this question A LOT!)***

Everyone these days has busy schedules, but yes, you do need to stay for the entire shift for which you've registered. We're counting on you for the entire time you've selected. We typically only set up a minimum number of people we need for each job, so even missing one person for 1 hour can be really difficult! In most cases, it doesn't just short staff the location; it leaves one job with no one to do it! If the shift you've selected won't fully fit into your schedule, please [contact the volunteer coordinator](#) to see if there are any other shifts available that would better fit your needs. **Please note:** Shifts are first come, first choice, so we cannot guarantee any specific availability.

### ***Can I split my shift with another volunteer?***

Yes! Although this is not preferred, as long as you complete the following steps, you may split your shift. Note that when splitting your shift between two volunteers, this will still only complete *one* volunteer requirement for your represented team.

1. Contact the volunteer coordinator at [volunteers@ragnarrelay.com](mailto:volunteers@ragnarrelay.com). Let her know your situation, and the contact info for the person splitting your shift with you.
2. The volunteer splitting your shift will need to complete a participant waiver (which you signed upon registering for the shift you selected). The volunteer coordinator will send you instructions for this.
3. You must overlap time on site between the two of you, so the person completing the first portion of the shift can train the person completing the latter portion of the shift.

### ***Can a large group sign up for the same shift and volunteer together?***

ABSOLUTELY!! However, you and/or your volunteers need to coordinate this. If you have a group that wants to volunteer together you should definitely sign up early to have the best selection of shifts. Please note that volunteers who sign up for the same shift & location may be asked to do separate tasks during their shift.

### ***How old do volunteers need to be?***

Anyone age 16+ that can provide for their own transportation to and from their volunteer shift is allowed to volunteer for Ragnar. Note that anyone under 18 must have an additional waiver/permission signed by a parent or legal guardian. You can get this waiver from the volunteer coordinator at [volunteers@ragnarrelay.com](mailto:volunteers@ragnarrelay.com) ***I have a really great volunteer who is under 16, is that ok?*** Volunteers under 16 are evaluated on a case-by-case basis, and in most cases we ask that they be paired with an adult volunteer for their shift. There are a limited number of exchanges where volunteers under 16 will be considered. Please [contact the volunteer coordinator](#) to discuss your potential volunteer.

### ***Can volunteers bring kids? Can volunteers bring their dog?***

Kids and dogs are great – but remember, there will be a lot going on and it's easy to get lost. There are also a lot of teams driving large vehicles around. Please keep your babies (both human and furry) at home for their safety!

### ***Can a volunteer work more than one shift?***

Yes! Each volunteer shift worked will credit a team for one volunteer, so one volunteer that works two shifts will credit the team with two volunteers.

### ***I have limited mobility, can I still volunteer?***

ABSOLUTELY! However, we do ask that you contact the volunteer coordinator at [volunteers@ragnarrelay.com](mailto:volunteers@ragnarrelay.com) to be sure you get set up for a shift that has proper facilities, and that has tasks that will work with your abilities.