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OFFICIAL 2014 VOLUNTEER PACKET

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1. INTRODUCTION

First and foremost THANK YOU for volunteering to be a part of a Ragnar Trail 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!

Your shift time is listed in the email you received after signing up for the shift. Please take a moment to review this information, put it in your calendar, and make sure that it's correct. You will be required to stay at your assigned location for the entire duration of the shift.

PLEASE READ through this volunteer packet and be familiar with it before arriving at the race. You will be trained at the beginning of your shift, but you should be familiar with the material in this packet. **Approximately one week before the race you will be contacted by a member of the race crew.** 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 us at trailblazer@ragnarrelay.com.

We want the volunteers to have just as much fun as the runners! We encourage you to dress up, decorate your volunteer area, and make it really fun for passing runners. We continually receive compliments about the quality of volunteers. Thanks for being part of Ragnar!

2. RACE INFORMATION

Race Name: Ragnar Trail Appalachian '14
Race Venue: Big Bear Camplands
Race Address: 450 Big Bear Lake Road, Bruceton Mills, WV 26525
Race Director: Kyle Legones | kyle@ragnarrelay.com | 908.313.6824
Race Charity: Friends of Cheat

3. SUSTAINABILITY

Ragnar realizes the importance of organizing socially and environmentally responsible events. To that end, Ragnar Trail Relays will strive to reduce waste, minimize climate impact, involve the local community, and promote health. We implore you to help us with this goal. Carpool to the event, purchase carbon offsets for your travel, don't use disposable plates/silverware/cups/napkins, stay away from food with excessive packaging, you know...reduce, reuse, recycle.

4. WAIVER

All volunteers *must* accept the terms and conditions / waiver in order to participate. All volunteers accept the terms and conditions / waiver when they register for a shift online. However, sometimes last minute volunteers fill in due to injury or complications. We will have waivers available at race check-in for this reason.

5. VOLUNTEER REQUIREMENTS

The following are prerequisites for volunteers:

- Be at least 16 years old and have a valid driver's license
- Be physically able to perform their assigned duties
- Be willing to fulfilled their entire shift at an assigned location
- Provide their own food and drink during shift

6. VOLUNTEER AGE RESTRICTIONS

Any volunteer under the age of 18 must have a parent or legal guardian sign a minor waiver. Please contact the Race Director for a copy of the minor waiver. Those under 16 years of age are restricted. Ragnar will consider formal requests for extraordinary circumstances through the Race Director.

7. TEAM VOLUNTEERS

Each Regular Team Must Provide One Volunteer (Ultra teams don't have to provide a volunteer)

Each regular team is required to fill one volunteer shift. Volunteer shifts will be 4 hours in length, so runners will be able to fulfill a volunteer shift in between running their legs if they so desire (see Section 8 – RUNNERS AS VOLUNTEERS below). Teams can also have a non-runner volunteer for their team or pay \$80 for a volunteer to be recruited by Ragnar through a local non-profit. **Failure to fulfill volunteer requirements will result in disqualification.** Ultra teams are not required to provide a volunteer.

8. RUNNERS AS VOLUNTEERS

If you are a runner in the race and you are volunteering to fulfill your team's volunteer requirement, you are pulling double duty. Thank you for helping us put on the race! We couldn't do it without you. We understand that it is nearly impossible to tell who will be running on the course when the volunteer shift starts. Therefore, the runner who signed up for the shift does not have to be the one who works the volunteer shift. But someone has to show up and work the volunteer shift that your team signed up for. **Failure to fulfill volunteer requirements will result in disqualification.**

9. CHARITY VOLUNTEERS

Teams also have the option to pay for a volunteer to be recruited by Ragnar through a local non-profit, in lieu of providing a volunteer themselves. The local non-profit will receive a donation when they provide a volunteer for your team. In order to be eligible for this option, teams must make their donations online by the deadline. After the deadline, donations will no longer be accepted for volunteers and teams will be required to provide the necessary volunteer for their team.

If you are a Charity Volunteer please plan on arriving at the venue and checking in 30 minutes prior to the start of your shift. If you do not show up on time and stay for the entire shift, the charity will not receive credit for your volunteer shift.

10. ON RACE DAY

10.A) 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.

10.B) Directions

Check Section 2 (RACE INFORMATION) for the name of the Race Venue and the address. Specific info of this sort is also posted to the race webpage in the Travel section and coordinated with the volunteers two weeks before the race.

10.C) Parking

Each of our Race Venues has different parking rules and regulations. Specific info of this sort is also posted to the race webpage in the Travel section and coordinated with the volunteers two weeks before the race.

10.D) Check-In

Volunteers must check in at the Ragnar Race Headquarters at least **20 minutes before** the start of their volunteer shift. Upon check-in, the volunteer will receive a volunteer shirt and instructions.

10.E) Race Day Waivers

All volunteers *must* accept the terms and conditions / waiver in order to participate. All volunteers accept the terms and conditions / waiver when they register for a shift online. However, sometimes last minute volunteers fill in due to injury or complications. We will have waivers available at race check-in for this reason.

10.F) Campsite Selection and Setup

If you are volunteering for the race you will be allowed to camp at the venue on Friday night for free. You are not required to campout, but it is included as a thank you. We don't assign specific campsites but we do ask that you take up less than 300ft². Staking out a spot near the Race Headquarters will mean that you are in the middle of the action. Selecting a spot on the edge of camp may guarantee you a little more sleep, if you are in to that sort of thing.

10.F) Campsite Fires

Campfires are NOT allowed in the Village campsites during the race at any time. Ragnar will provide group bonfires (depending on the venue and area burn restrictions) but individual campsite fires are not allowed.

10.H) Trash and Recycling

Pack it in, pack it out. Treat this adventure just like a backcountry camping trip. If you bring it, you need to take it home. When you leave, your volunteer area and/or campsite should look exactly like it did before you arrived. Ragnar will have trash, recycling, and compost for the event waste but teams should deal with their own waste. Please make your best effort at recycling, composting, and reducing waste.

11. COURSE RULES

As a race volunteer, please help us enforce Course Rules.

Many of these rules follow the principles of **LEAVE NO TRACE**. You should know and practice these principles outside of the race, whenever you are on the trails.

11.A) Take Nothing

Take nothing but photos. Leave natural or historic objects as you find them, this includes wildflowers and native grasses. Removing or collecting trail markers is serious vandalism that puts others at risk.

11.B) Leave Nothing

No littering. Leave nothing but footprints. Pack out at least as much as you pack in. Gel wrappers with their little torn-off tops and old water bottles don't have a place on the trail. Consider wearing apparel with pockets that zip or a hydration pack that has a place to secure litter you find on the trail. Any runners who are reported to have damaged private or public property or to have littered, urinated or defecated on the course will be disqualified and will not be invited back. Toilets and trash cans will be provided in the Village.

11.C) Stay on the Trail

Run only on designated trail surfaces. Cutting switchbacks or running next to the trail increases our footprint on the natural environment. When multiple trails exist, run on the one that is the most worn. No cutting the course. Call out "on your left" when trying to overtake another runner and allow other runners to pass you.

11.D) Run Over Obstacles

Run single file in the middle of a trail, even when laden with a fresh blanket of snow or muddy. Go through puddles and not around them. Running around mud, rocks, or downed tree limbs widens trails, impacts vegetation, and causes further

and unnecessary erosion. Use caution when going over obstacles, but challenge yourself by staying in the middle of the trail.

11.E) No Dogs

No dogs on the course. No dogs in the campsite. No dogs at the event. We love dogs too but this is a safety issue for participants and for the dogs.

11.F) Pacing

Running pacers are allowed during the race. Runners may run with ONE pacer at any time (humans only, sorry no dog pacers). Runners are not allowed to have more than one pacer at a time. Pacer and runner should run single file when passing another runner or being passed. Bicycle pacers are never allowed on the course.

11.G) Prohibited Items on the Course

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

12. RACE RULES

As a race volunteer, please help us enforce Race Rules.

12.A) Runner Rotation

Runners must run in the same sequence for each segment of the race, every eighth leg. For example, if a runner runs leg 3, he must also run leg 11 and leg 19. See section 7A for Ultra team rotation.

12.B) Injured Runners During Race

In the event of an injury, any of the remaining runners can replace the injured runner. With the exception of the leg in which the runner was injured, legs cannot be split in pieces. For example, if runner 3 is injured half way through his or her first leg, any member of the team may complete the leg for him or her. Any member of the team can also fill in legs 11 and 19. Those legs can be filled with different runners, or one can fill in the remaining legs. A 9th member is not allowed to join the team in order to run the remaining legs. Once a runner drops out of the race, he or she cannot enter back into the race. If an IV is administered, the injured runner is no longer eligible to run.

12.C) Mixed Division Injured Runners

The same rules and regulations for Mixed Division apply as described in the above section. If, however, the injured runner is female and her dropping out causes there to be more males than females on the team, then only female runners may finish her legs for her. At least 12 legs (half) of the relay must be completed by female runners.

12.D) Follow Race Officials Instructions

Race officials include staff and volunteers. Course volunteers are considered Race Officials. They have authority to disqualify a team for rule violations, abusive behavior, or a team's failure to follow instructions given by volunteers. Abusive treatment or disregard for their authority will result in a strike or disqualification.

12.E) Follow Correct Route, navigation is responsibility of each runner

Runners are responsible to make sure that they stay on the course. If a runner gets off course, they are to return on foot to the point where they went off course and continue from there. Markings been placed along the course but sometimes runners overlook markings; be prudent in your knowledge of the course.

12.F) Visible Race Number

Team race bibs must be worn and visible on the front of the runner at all times. This bib and race belt (provided to every team at check-in) is also the timing chip.

12.G) Use of Slap Bracelets

At the start of each leg, the runner will be given a slap bracelet that corresponds with the color of the runners loop. IE- A runner on the red loop will have a red slap bracelet.

13. SAFETY

As a race volunteer, please help us keep the race safe.

Safety is our number one priority. There are many potential hazards in a race of this type including, but not limited to: trail conditions, weather, and wild animals. We ask that all teams 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 campers, 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.

13.A) Running in the Heat

Staying hydrated is critical to having a fun and successful Ragnar race, not to mention staying healthy and avoiding a heat related illness such as dehydration, heat exhaustion, or heat stroke. Hydration becomes especially critical during times of high heat index. The heat index (HI) is an index that combines air temperature and relative humidity to determine how hot it feels. If the heat index is above 90°, heat cramps and heat exhaustion are possible. Above a HI of 105°, heat exhaustion is likely and heat stroke is probable with continued activity.

Teams must ensure their runner's safety by monitoring the condition of their runners before and after each leg. Runners should pre-hydrate before each of their legs, hydrate while running, and re-hydrate after each of their legs. Water should be supplemented with electrolytes such as NUUN, etc. Proper hydration is obtained when the runner has clear (light lemonade colored) and copious urine. If you are worried about the condition of one of your runners, please visit the Medic Tent.

Water will be available in the Village but not along the course. Be a responsible trail runner and carry your own water and nutrition during your legs.

13.B) Personal Music Devices & Headphones

The use of personal music devices with headphones while running is strongly discouraged. Trail running 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.

If you still choose to use them, you do so at your own risk and must meet the following requirements:

- Be aware of the sounds around you
- Be able to hear instructions from course officials when speaking at a reasonable tone (not yelling)
- Be able to hear "on your left". Listen for other runners trying to pass you.

13.C) Wild Animals

The solitary nature of trail running can be exhilarating but trying to be as quiet as possible is not a good strategy in the backcountry. Startling wildlife can cause a dangerous situation. Making noise while you are running will help alert wildlife of your presence and keep you safe. If you do see a wild animal, common practice is to make noise and to keep your distance.

13.D) Alcohol

While participating in the race, the consumption of alcohol is highly discouraged. Alcohol greatly increases the risk of dehydration. Alcohol also effects perception and equilibrium, two things that are highly important while trail running. If you choose to consume alcohol it must be consumed responsibly in the Village area, when and where city ordinances and permits allow.

13.E) Bonfires

Bonfires have functioned as catalysts for bonding experiences for thousands of years. Who doesn't like roasting s'mores while listening to someone strumming a 6-string. We are bringing the fire to the event (depending on the venue and area burn restrictions) but you have to bring good sense. Dangerous behavior around the bonfires is unacceptable. No fire-walking or carrying burning sticks. Any children brought to the event must be supervised around the fires at all times. Ragnar is providing group bonfires but individual team campsite fires are not allowed.

13.F) In Case of Injury / Emergency

If you are injured while running out on the course, NEVER cut across country as a shortcut back to the Village. Continue to follow the trail markings back to the Village or go backwards along the course to get back to the Village. If you can't walk, just sit down along the trail. We will get someone out to help you.

We will have limited medical staff on hand. A Medic Tent will be located in the Village and will be open and available at all hours during the race. In the event of an emergency notify the nearest race official, as they will be able to communicate with the Medic Tent. If you are not near any race officials, please call the Race Director. If the emergency is severe call 911, then the Race Director.

13.G) Mandatory Trail Briefing at Start Line

Teams are required to attend a Trail Briefing 20 minutes before their assigned start time. Each team is required to have all team members, who are present, attend the Trail Briefing. The Trail Briefing will last approximately 10 minutes and will cover things such as trail markings, course specifics, what to do in case of an injury, and trail ethics. Please arrive at the race at least 2 hours before your team's start time to give yourself adequate time to check-in and go through the Trail Briefing.

13.H) Bad Weather

The race will occur rain or shine. However, under certain severe weather conditions where significant damage or alterations to the race course occur, we reserve the right to cancel the event, shorten the event, and/or hold teams until the weather improves. There will be no refunds given if the race is canceled due to weather. Conditions that may result in a race being canceled or delayed include but are not limited to the following: severe heat, electrical storm, snowfall, tornadoes, earthquakes, hurricanes, flooding, fog, etc.

14. FAQs

We know this can be confusing. Please look over this list of Frequently Asked Questions and if you still have questions, feel free to drop us a line.

1. Q – Where is the race?
A – See Section 3 of the Trail Guide.
2. Q – Where do I go at the beginning of my shift to check-in?
A – Go to the Race HQ Tent 20 minutes before the start of your shift to check-in.
3. Q – Do I have to be part of a team to volunteer?
A – No. We are happy to have volunteers come and help out at the race even if they are not associated with a team. Here is a link to sign up as a volunteer.
4. Q – Can our volunteers camp for free?
A – Yes, camping during the event is free for volunteers, family, friends, and crew.
5. Q – Can our team provide more than one volunteer?
A – Yes, the more the merrier.

6. Q – What does the volunteer receive in return for working?
A – Free camping during the event and a big ‘ole THANK YOU.
7. Q – When do the volunteer shifts open for sign up?
A – See Section 4 of the Trail Guide for race specific dates.
8. Q – When do the volunteer shifts close for sign up?
A – See Section 4 of the Trail Guide for race specific dates.
9. Q – What are the requirements to be a volunteer?
A – The following are prerequisites for volunteers:
- Be at least 16 years old
 - Check-in at Race HQ for the volunteer shift 20 minutes before the shift start time
 - Be physically able to perform their assigned duties
 - Be willing to fulfill their entire shift at an assigned location
 - Provide their own food and drink during shift
10. Q – My team’s volunteer signed up but can no longer make it and has to back out. What do we do?
A – Please let me know the team name and the volunteers name. We need to delete them from their shift. When your team captain checks into the race at the Race HQ tent, we will see that your team doesn’t have a volunteer. At that time, your team captain can either pick from a list of available volunteer shifts or pay \$80 to have a volunteer provided by our partner non-profit.
11. Q – Volunteer shifts are closed and we missed our chance. How can we sign up our volunteer?
A – Volunteer shifts are closed so we can’t do anything right now. That being said, when your team captain checks into the race at the Race HQ tent, we will see that your team doesn’t have a volunteer. At that time, your team captain can either pick from a list of available volunteer shifts or pay \$80 to have a volunteer provided by our partner non-profit.
12. Q – Volunteer shifts are closed and we missed our chance. How can I pay for a volunteer?
A – Volunteer shifts are closed so we can’t do anything right now. That being said, when your team captain checks into the race at the Race HQ tent, we will see that your team doesn’t have a volunteer. At that time, your team captain can either pick from a list of available volunteer shifts or pay \$80 to have a volunteer provided by our partner non-profit.
13. Q – How much does it cost to pay for a volunteer?
A – \$80.
14. Q – Where does the money from the pay for volunteer program go?
A – Our partner non-profit provides volunteers for the race. Ragnar, in turn, provide donations for these volunteers.
15. Q – What happens to our team if our volunteer doesn’t show up?
A – **Failure to fulfill volunteer requirements will result in disqualification** ☹.
16. Q – What does the volunteer need to bring to the shift?
A – The volunteer needs to be prepared for the elements (hot, cold, rain, etc) and dress accordingly. Note that the shift is 4 hours in length and that temperatures and weather may change during the shift. The volunteer should also bring any water, snacks, bug-spray, sunscreen, etc that they will want. A cell phone is also great to have

during the shift. The volunteer should bring all of these items with them when they check-in for their shift (20 minutes before the start of their shift).

17. Q – What will my volunteer duties be during the race?

A – Volunteer duties will range from filling water at a water station, pointing runners in the right direction on the course, helping runners exchange at the Transition tent, cleaning up trash, etc.

18. Q – Can runners also be volunteers? How does that work?

A – Yes, runners can volunteer in between running their legs. Volunteer shifts are all 4 hours in length so there is enough time.

19. Q – How long are the volunteer shifts?

A – Volunteer shifts are all 4 hours in length.

20. Q – Can the volunteer shift be divided between multiple people?

A – No. We train volunteers and in many cases drive them out along the course. We are not available to help with this in the event of split shifts.

21. Q – Does the person who signs up for the shift have to be the person to work the shift?

A – No. The person who signs up for the volunteer shift is not the one who has to show up to work the volunteer shift, as long as someone volunteers for the shift on behalf of your team (meaning you can change volunteers right before the shift).

22. Q – Why does my team have to provide a volunteer?

A – Every Regular (8-person) team must provide (1) volunteer to help work the race. There is no way that we could put on this race without the help of awesome volunteers.

23. Q – Do Ultra teams have to provide a volunteer?

A – No. Ultra teams are not required to provide volunteers.

24. Q – Can we purchase Ragnar Participant shirts?

A – No. Participant shirts are only for runners.