

Volunteer Handbook

Thank you again for volunteering for the 2nd annual Colonial200 and 1st annual Colonial70 Relays (only occurs on the last 12 legs of the race). Without you we would not be able to have a successful relay, nor would we have been able to raise money for several charities/non-profits including the Leukemia and Lymphoma Society, Hanover 911, Big Brothers & Big Sisters, and several others along the route.

You are our eyes and ears on the course since we cannot be in 35 locations at once. So please do not hesitate to advise us if you experience something that could make this event better, safer, and more rewarding for everyone involved.

The purpose of this handbook is to provide you with an overview of your responsibilities during the relay. Your #1 priority & ours IS TO ENSURE A SAFE EVENT for everyone (including you)!

KEY TASKS

- Contact one of the race directors (Brian Malak - 843-209-3510) when you arrive at your exchange zone
- Emergency phone numbers are in this handbook. Call 911 if you are unsure and then the race directors. Our numbers are at the bottom of each page.
- Reflective vests or brightly colored shirts (bright yellow, orange, green, or pink) are required on all day legs
- Reflective vests, headlamps, and blinking lights on front and back are required during night legs (7:00 PM through 7:00 AM)
- If it is raining during the day, nighttime gear (reflective vests, headlamps, and blinking lights on front and back) is required when running
- From 12:00 PM through 5:00 PM the active runner is required to carry a drink (water, Gatorade, etc.) when running
- Please use the clipboard and team check-in sheet to mark off the arrival of each team
- Make sure to contact the volunteers after your leg once the last team goes through your location so they know what to expect (use volunteer sheet in packet to make the call)
- Contact the volunteers before your exchange if a team has not checked in as they will know better than the race directors (use volunteer sheet in packet to make the call)
- Please make sure the exchange zone is clean and pack out all the trash you might find. Trash bags are in your packet.
- Please drop off your packet and cone where you found them after all teams have left.

Call us if you have any questions or something does not make sense. Race director cell numbers are: Brian Malak (843) 209-3510; Kirk Sadler (843) 693-6904

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HOW THE RELAY WORKS

The Colonial200 is a unique running adventure covering 200+ miles where the start is just west of Charlottesville in Crozet, VA, and finishes at Jamestown Beach Park across the street from the Jamestown Settlement in Williamsburg, VA. The Colonial200 is comprised of 36 individual legs in which teams will have one runner from their team complete each leg of the relay. The rest of the team will be in one or two support vehicles (six or less person teams usually only have one vehicle). One of the support vehicles will arrive at your exchange zone prior to their runner who is completing the leg leading to your exchange zone. Here, they will drop off the next runner as they wait for their team member running the current leg.

Five of the exchange zones are support vehicle exchanges (#6, #12, #18, #24 and #30 – see Volunteer Contact Sheet for exchange zone number/names) for the teams comprised of 12 persons. The current support vehicle of runners will be picking up their sixth runner and the second support vehicle will be coming in to drop off their first runner during this support vehicle rotation. Please note that not all teams have 12 runners and thus their support vehicle exchanges will occur at other exchange zones, which is to be expected.

In total, there are 37 locations (including the start and finish) where runners begin or end a leg of the race. Each leg is approximately 5 – 6 miles in length (range is 2 – 10.5 miles).

Teams will be starting the Colonial200 as early as 6:00 am on Friday (September 28) in Crozet, VA. The relay is designed to finish before 6:00 pm on Saturday (September 29) in Williamsburg. Teams will begin arriving in Jamestown Beach Park as early as noon on Saturday so if you are interested in a post relay celebration please come join us and cheer on the runners!

The Colonial70 works the same as the Colonial200, but only covers the last 12 legs of the Colonial200. This race will begin Saturday (September 29) at 4:00 am in Hanover, VA.

IN CASE OF EMERGENCY

In case of emergency call 911. If there is a situation that does not require 911 but you still need immediate medical assistance, listed below is the closest hospital to each leg in the race:

<u>Exchanges</u>	<u>Nearest Hospital</u>	<u>Phone Number</u>	<u>Address</u>
Start through Exchange 14	Martha Jefferson Hospital	(434) 654-7326	459 Locust Avenue, Charlottesville, VA 22902
Exchange 15 through 21	Virginia Commonwealth University Health System	(804) 828-0938	1250 East Marshall Street, Richmond, VA 23298
Exchange 22 through 26	Bon Secours – Memorial Regional Medical	(804) 764-6000	8260 Atlee Road, Mechanicsville, VA 23116
Exchange 27 through 31	Bon Secours – Richmond Community Hospital	(804) 225-1700	1500 North 28 th Street, Richmond, VA 23223
Exchange 32 through Finish	Sentara Williamsburg Regional Medical Center	(757) 984-6000	100 Sentara Circle, Williamsburg, VA 23188

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WHAT TO BRING

- Wrist watch
- Hat, sunscreen, bug spray, sunglasses for daytime exchange zones
- Water, food (for yourself only, not for the participants as they will have their own supplies)
- Clothing appropriate for the weather
- Flashlight / lantern for night time exchange zones
- Chair, tables (optional, but recommended for your comfort)
- Large umbrella/pop-up canopy, binoculars (all optional)
- Music, book, cards (optional)

DO NOT BRING

- Alcohol
- Headphones
- Pets

THE RELAY WILL PROVIDE

- Volunteer Handbook
- Volunteer Contact Sheet with exchange zone durations
- Leg maps just after your exchange zone
- A cone to mark the runner exchange location
- Garbage bags
- Exchange Time Record, clipboard and pen
- Exchange Zone Aerial Map
- Restrooms (note some exchanges will have portable toilets)

PACKET PICKUP

We will be driving the course on Wednesday & Thursday (September 26-27) to accomplish two objectives.

1. Placement of road signs to guide runners through the course and to mark the locations of the exchange zones, knowing no roads are closed for this race.
2. To drop off the volunteer packets at each exchange zone.

All volunteer packets will be placed at the exchange zone near one of the entrances to the exchange and will be marked with an orange exchange zone cone. This is where you will pick up your packet, unless alternative packet pickup arrangements have been made. Ideally you can pick-up the volunteer packet at the exchange zone on Thursday so that it is not disturbed (or does not go missing) before your exchange zone is open. All volunteer packets will be dropped off no later than 5:00 pm on Thursday (September 27).

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In the unlikely event that you arrive at your exchange zone and you do not have the supplies needed please contact one of the race directors (see contact information at the end of this handbook).

HOW TO SETUP THE EXCHANGE ZONE

An aerial map of the exchange zone will be included in your volunteer packet. This map will provide an overview of three things:

1. The location of the restrooms / portable toilet
2. Where vans should park
3. Where to put the exchange zone cone to mark the location of the runner exchange (runners will have a wrist strap that they will pass to the next runner). However, if you feel there is a more optimum placement of the cone for runners to exchange the wrist strap please use your best judgment.

Please familiarize yourself with the exchange zone particulars above so you can help teams as they arrive and wait for the next active runner.

BIG WAVES OF TEAMS

The relay has a staggered start in which slower teams will begin first and faster teams will start later in the day. Our goal is to have all teams finish between 12:00 pm - 6:00 pm on Saturday (September 29) in Williamsburg. Thus, most exchange zones will see only a few support vehicles / teams each hour. However, exchange zones #18 - #26 will have all teams pass through the exchange in three to four hours.

WHAT ARE THE LEG MAPS FOR

The leg maps are intended to provide you with an understanding of the leg immediately after your exchange zone. **Please be sure to inform each runner leaving the exchange about their first turn as it really does set their mind at ease.**

RULES / SAFETY

It is your responsibility to make sure each runner on deck is wearing all the required safety gear based on the time of day and the type of road they are about to run on. For example, **runners must wear a head lamp and blinking lights (front and back) for any leg that occurs between 7:00 pm and 7:00 am to ensure visibility to all traffic (again, there are no road closures). This same equipment is required also by anyone who chooses to leave the Van at night. Also, ALL runners are required to wear a reflective vest or a brightly colored (hot pink, yellow, orange or green) for EVERY leg of the race.**

Additionally **no runner is permitted on the course with any form of music device (iPod, MP3, Walkman, music playing device) during the hours of 7:00 pm to 7:00 am or ANY device that requires headphones.** If you see any runner wearing headphones during these times please kindly ask them to return it to their support vehicle as they have been notified that this is not permitted during these hours for their own safety.

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EXCHANGE ZONE TIME RECORD

In your packet you will find a clipboard, pens and exchange zone time record. On the exchange zone time record we need you to:

1. Check off each team that arrives in the exchange zone. They will be arranged numerically by bib number for the Colonial200 and the Colonial70 which only covers the last 12 legs of the race.
2. Note the time each team hands the wrist strap from one runner to the next so we can use this to gauge team paces for future volunteer exchange zone planning
3. Write down any rule violations or other poorly displayed behavior by a team and if any runner gets hurt, accidents, etc

If for any reason a team does not arrive at your exchange zone please contact the volunteers at the exchange zone before yours (they will be able to tell you if the team has passed through this exchange zone). We want you to contact the previous exchange zone before contacting the race directors because the previous exchange zone is likely to have better information than the race directors. If you are unable to contact the volunteers from the previous exchange zone, contact the race directors.

EXCHANGE ZONE CLOSURE

You may leave as soon as all teams have passed through your exchange zone and you have followed the closing procedures. We ask that you do not leave the exchange zone earlier than 30 minutes after the final team is expected to arrive at your exchange zone. For example, if the final team is expected to arrive at 10:00 am, please do not depart any sooner than 10:30 am. If the final team has not arrived at the exchange zone by that time please contact one of the race directors on how to proceed, but first contact the volunteers at the exchange in front of you.

Please clean the exchange zone by picking up any trash that you see that was not present when you arrived at the exchange zone. Once done, please pack up all trash in the provided garbage bags and take it with you for disposal. By doing so we will have a better chance of using this exchange zone site in future years. Note, it is the individual team's responsibilities to carry out their own trash, but sometimes items are left behind by accident.

If your exchange zone is providing restrooms and not portable toilets, please check the cleanliness of that restroom before departing. If the restroom appears untidy in comparison to when you arrived please give one of the race directors a call.

PACKET DROP-OFF

Once you have finished all of your duties at the exchange zone, please place the clipboard, exchange zone time record and forms in the supplied Ziploc and return it and the cone to where you picked it up. Race directors will pick up the items the following day.

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WHEN WILL YOU RECEIVE YOUR DONATION CHECK

We will be reviewing the exchange zone time records the week after the relay to know the duration in which you worked the exchange. We will assume that your duration will be what is provided in your volunteer packet on the Exchange Zone Duration Sheet. However, that may have changed based on the late arrival or early of a team which would have been recorded on the exchange zone time record during the relay.

Donation amount examples are listed below:

- An exchange that is open for less than five hours will receive a donation of \$100
- An exchange that is open for more than five hours will receive a donation of \$200

Note: Volunteers for Colonial200 teams are not eligible for a donation.

Please note that the donation is not based on the number of volunteers that work an exchange zone, only the duration an exchange zone is open. We recommend that at least two volunteers manage the duties for an exchange zone.

If you have not provided us with the name of the charity to receive the donation by October 6, 2012 we will provide the donation to the Leukemia & Lymphoma Society.

Any volunteers who are late or fail to show up for their duties will not only jeopardize the success of the relay, but will also forfeit the donation that the Palmetto Race Group, LLC is making to the charity on your behalf.

THANK YOU

RACE DIRECTOR CONTACT INFORMATION

Brian Malak @ cell: (843) 209-3510

Kirk Sadler @ cell: (843) 693-6904

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