



MALAK SERIES

VOLUNTEER HANDBOOK



2018 Colonial Relay Volunteer Handbook

Thank you for volunteering for the 7th annual Colonial200 and 6th annual Colonial70 Relays. Without you we would not be able to have a successful relay. Please do not hesitate to advise us if you find something that could make this event better, safer, and more rewarding for everyone involved.

The following pages contain the Volunteer Handbook. Please read and let us know if you have any questions.

Your #1 priority & ours IS TO ENSURE A SAFE EVENT for everyone (including you)!

The Colonial Relay /200 is a unique running adventure covering 200 miles with the start in Charlottesville and the finish in Williamsburg. The Colonial Relay /200 is comprised of 36 individual legs in which teams will have one runner from their team complete each leg of the relay. The Colonial Relay /70 is just a shorter version of the Colonial Relay /200. The Colonial Relay /70 begins in Hanover, VA and finishes in Williamsburg. The runners of the Colonial Relay /70 join the runners of the Colonial Relay /200 for the last 12 legs of the race.

Teams will be starting the Colonial Relay /200 as early as 5:30 am on Friday (April 20) in Charlottesville, VA. Teams will be starting the Colonial Relay /70 as early as 2:30 AM on Saturday (April 21) in Hanover, VA.

NIGHT LEGS

Night legs are designated as legs run between 8:00 PM through 6:30AM.

VOLUNTEER PACKETS

Most volunteer packets will be dropped off at the exchange zones by 5:00 pm on Thursday, April 19. There are some we will drop off during the race (before runners arrive). You do not need to, but if you plan to pick up your packet before the race, let us know so we can verify that it will be there for you.

IN CASE OF EMERGENCY

In case of emergency call 911. We have worked with each county EMS, and they are aware of the race route and times we will be coming through their county. You can find address information for where you are located on the legs maps and in this set of race day notes. 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 exchange in the race (**Note: the Leg Number is the Exchange Number where you are located – for example, Exchange #15 through Exchange #21, the closest hospital is the VCU Medical Center in Richmond**):

Call if you have any questions or if something does not make sense. Race Director Brian Malak's cell phone number: (843) 209-3510

Hospital List:

Legs	Nearest Hospital	Phone Number	Address
/200: Start Through Leg #14	Martha Jefferson Hospital	(434) 654-7000	500 Martha Jefferson Dr, Charlottesville, VA 22911
/200: Leg #15 through Leg #21	VCU Medical Center	(804) 828-9000	57 N 11th St, Richmond, VA 23298
/200: Leg #22 through Leg #26 /70: Start through Leg #2	Bon Secours Memorial Regional Medical Center	(804) 764-6000	8260 Atlee Rd, Mechanicsville, VA 23116
/200: Leg #27 through Leg #31 /70: Leg #3 through Leg #7	Bon Secours Richmond Community Hospital	(804) 225-1700	1500 N 28th St, Richmond, VA 23223
/200: Leg #32 through Finish /70: Leg #8 through Finish	Sentara Williamsburg Regional Medical Center	(757) 984-6000	100 Sentara Cir, Williamsburg, VA 23188

Call if you have any questions or if something does not make sense. Race Director Brian Malak's cell phone number: (843) 209-3510

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SECTION 1: VOLUNTEERS' KEY TASKS AND RULES TO ENFORCE

1. Call or text the race director (Brian Malak - 843-209-3510) when you arrive at your exchange zone.
2. In case of emergency call 911. Local hospital information for each exchange location is provided on the first page of this handbook. If an emergency occurs, call 911 and then the race director (Brian Malak - 843-209-3510).
3. Runners are recommended to wear reflective vests or brightly colored shirts (bright yellow, orange, green, or pink) on all day legs. Music devices are allowed during day legs. (Day legs time frame is specified on first page of this handbook.)
4. Runners are required to wear reflective vests, headlamps (or flashlight), AND blinking lights on front and back during night legs (Night legs time frame is specified on first page of this handbook.)
5. Runners can wear headphones during night legs only if they are using a turn-by-turn directional application to help them navigate the leg. Otherwise, no music devices are allowed during night legs.
6. If it is raining during the day, nighttime gear (reflective vests, headlamps, and blinking lights on front and back) is required when running.
7. If the temperature is above 75 degrees, the active runner is required to carry a drink (water, Gatorade, etc.) when leaving your exchange zone.
8. Please use the clipboard and team check-in sheet to mark off the arrival of each team.
9. Contact the volunteers at the next exchange zone after the last team goes through your location so they know what to expect (use volunteer assignment sheet in bin to find the phone number).
10. Contact the volunteers before your exchange if a team has not checked in because the volunteers will be able to tell you if the team has gone through their location already (use volunteer sheet in bin to find phone number).
11. Please make sure the exchange zone is clean and pack out all the trash you might find. Trash bags are in your volunteer bin.
12. Place your volunteer bin and cone where you found them before leaving.
13. When all teams have come through, contact the race director (Brian Malak - 843-209-3510) to let him know your exchange zone is closed.

Along the way have fun!!! Cheer for the runners and get into the spirit of the race.

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SECTION 2: IN CASE OF EMERGENCY

In case of emergency call 911. We have worked with each county EMS, and they are aware of the race route and times we will be coming through their county. You can find address information for where you are located on the legs maps and volunteer sheet included in your volunteer bin. If there is a situation that does not require 911, but you still need immediate medical assistance, the closest hospital to each exchange is listed on the front page of the handbook.

SECTION 3: VOLUNTEERS' OVERVIEW OF HOW THE RELAY WORKS

A. The General Idea

The relay covers 200 miles and 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 fewer-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. A shorter, 70-mile version of the race begins early Saturday morning with those teams beginning 70 miles from the finish line.

Five of the exchange zones are support vehicle exchanges (#6, #12, #18, #24 and #30 – see Volunteer Assignment Sheet for exchange zone number/names) for the teams comprised of 12 persons. These zones will likely be more crowded and already have vans in the parking lot when you arrive. The active 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 in the 200 mile race have 12 runners, and their support vehicle exchanges will occur at other exchange zones.

In total, there are 37 locations (including the start and finish) where runners begin and/or finish a leg of the race. Most legs are between 4 and 7 miles in length.

Teams will be starting as early as 5:30AM on Friday. The relay is designed to finish by 5PM on Saturday. Teams will arrive at the finish line as early as 1:00 PM on Saturday. If you are interested in a post-race celebration, please join us at the race finish and cheer on the runners. The celebration will include food, beer and other beverages, music and more. All volunteers are invited to attend.

B. Volunteer Bin Pick Up

We will be driving the course on Tuesday through Thursday before the race to accomplish two objectives:

1. Place road signs to guide runners through the course and to mark the locations of the exchange zones.
2. Drop off the volunteer bins at each exchange zone.

All volunteer bins will be placed at the exchange zone near one of the entrances to the exchange (if that is an option) or near the port-o-potty/restroom facilities and will be marked with an orange exchange zone cone. This is where you will pick up your bin unless alternative

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pickup arrangements have been made. Ideally, you can pick up the volunteer bin at the exchange zone on Thursday so that it is not disturbed or removed, but that is not required.

If you plan to pick up the volunteer bin before the race, contact us at info@palmetto200.com so we can confirm the bin will be there when you plan to pick it up.

In the unlikely event that you arrive at your exchange zone and do not have the supplies needed, please contact the Race Director Brian Malak at (843)209-3510.

C. How to Set Up the Exchange Zone

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

1. Restrooms/portable toilet
2. Van parking area
3. Exchange zone cone to mark the location of the runner exchange (runners will have a slap bracelet 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, please use your best judgment. **Note – do not set up the exchange location near the vehicle entrance.**

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

D. Rate of Teams Coming Through

The relay has a staggered start in which slower teams generally begin first and faster teams will start later in the day. Our goal is to have all teams finish between 11:00 am - 5:00 pm on Saturday. Thus, most exchange zones will see a steady flow of support vehicles/teams over a three to four-hour time frame. However, exchange zones #21 - #32 will likely have most teams pass through the exchange in two to three hours.

E. Purpose of Leg Maps

We will include two leg maps with turn by turn directions in your volunteer bin. The leg maps are intended to provide you with an understanding of the legs immediately before and after your exchange zone. **Please inform each runner leaving the exchange about the first turn they will encounter in their run as a reminder.**

F. 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 temperature. **Runners must wear a head lamp (or carry a flashlight), reflective vest, and blinking lights (front and back) for any runner running a night leg to ensure visibility to all traffic (there are no road closures). One of these items (head lamp, reflective vest, or blinking light) is required by anyone who chooses to leave their van at night.** Also, we highly encourage all runners to wear a reflective vest or a brightly colored shirt (hot pink, yellow, orange or green) for EVERY leg of the race.

And, if the temperature is above 75 degrees, the active runner must carry water or some other form of hydration while running.

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Additionally, runners are only permitted to wear headphones at night if they are using a turn by turn voice navigation app while running their leg.

G. Night Legs

Some teams like to run with companion runners at night so that their runners are not running alone. This is allowed: however, the companion runner must wear the required safety gear as well. Also, some teams will have a companion bike rider. We do not support this, but we do not stop teams from doing this. The biker is out at his/her own risk (this is a running event, and our insurance does not include bikers). However, please make encourage the biker to wear the required safety gear.

We also have worked with the county Sheriffs' Departments for the night legs. The county will have patrol cars driving back and forth on the course. They are instructed to stop at each exchange zone as well and to check in with the volunteers to make sure everything is running smoothly. They bring awareness to the race and help out with the race if necessary.

H. Exchange Zone Time Log Sheet

In your bin you will find a clipboard, pens and an exchange zone time log sheet. On the exchange zone time log sheet, we need you to:

1. Check off each team that arrives in the exchange zone. Teams will be arranged numerically by bib number on your sheet.
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. Note that this is not used for timing purposes, so this does not need to be precise.
3. Record 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 their exchange zone). Contact the previous exchange zone before contacting the race director, if possible, because the previous exchange zone is likely to have better information than the race director. If you are unable to contact the volunteers from the previous exchange zone, contact the race director.

If the team has passed the previous exchange zone, you can call the exchange zone after yours to see if they have gone through there already as well. If so, you can mark them off your list as it is likely they were inadvertently missed as they exchanged at your location.

I. Exchange Zone Closure

You can leave as soon as all teams have passed through your exchange zone and you have followed the closing procedures. If you are still waiting on teams, 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 all teams have not arrived. If the final team has not arrived

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at the exchange zone by that time, please contact the race director about how to proceed, but first contact the volunteers at the exchange in front of you.

Sometimes, teams are missed as they come through because things can get busy at times. If you are waiting on teams, call the exchange zone after yours to learn if the team you are waiting for has arrived there. If so, you no longer need to wait for them.

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 if there is not a garbage can available at your exchange zone. By doing so we will have a better chance of using this exchange zone site in future years. Note, teams are responsible for carrying 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 these restrooms before departing. If the restroom appears untidy in comparison to when you arrived, please contact the race director.

J. Teams Falling Behind Pace

Each year a few teams fall well behind their expected paces or just need to make up time. When this happens, we ask each of these teams to drive ahead to the next exchange zone and let their next runner start running immediately without waiting for the current runner to arrive. This allows the team to make up time while still allowing each runner to run his/her expected legs.

If a team mentions that they are doing this, you do not need to confirm this with the Race Director (but you can if you would like). However, please mark the time that their runner left and the time that their runner arrived on the log sheet. This will allow us to get an overall time for their race.

K. Volunteer Bin Drop Off

After you have finished all your duties at the exchange zone, please place everything back in the container and return it and the cone to where you found it. The shirts are yours to keep. We will have somebody pick up the items the following day.

SECTION 4: SUPPLY CHECK LISTS FOR VOLUNTEERS

A. What to Bring

- Cell Phone
- Wrist watch
- Hat, sunscreen, bug spray, sunglasses for daytime exchange zones
- Water, food (for yourself only. Participants will have their own supplies.)
- Clothing appropriate for the weather
- Flashlight / lantern for nighttime exchange zones
- Chair, tables (optional, but recommended for your comfort)
- Large umbrella/pop-up canopy, binoculars (all optional)

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B. What Not to Bring

- Alcohol
- Headphones
- Pets

We ask that you refrain from smoking while volunteering at your exchange zone.

C. What the Relay Will Provide

- Volunteer Handbook (please print this out and bring with you to the race – there will not be a copy in the Volunteer Bin)
- Volunteer Contact Sheet with exchange zone durations – in Volunteer Bin
- Leg maps leading to and from your exchange zone – in Volunteer Bin
- Cone to mark the runner exchange location – with Volunteer Bin
- Garbage bags – in Volunteer Bin
- Exchange Time Record, clipboard and pens – in Volunteer Bin
- Exchange Zone Aerial Map – in Volunteer Bin
- Restrooms (note some exchanges will have portable toilets)
- Volunteer race shirts – in Volunteer Bin and yours to keep
- Bright/Reflective vests – in Volunteer Bin and please return

SECTION 5: WHEN YOU WILL RECEIVE YOUR DONATION CHECK

We will send a post-race e-mail to get feedback and request the address of where to send the donation and then process all donations 2 to 3 weeks after the race. **Volunteers for teams are not eligible for a donation.** The donation is not based on the number of volunteers that work an exchange zone; we require that at least two volunteers manage the duties. **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 to the charity on their behalf or team refund.**

THANK YOU

Brian Malak
Race Director
Malak Series
843-209-3510