



FLAMING FOLIAGE RELAY

Idaho Springs to Buena Vista

Volunteer Handbook





Flaming Foliage Relay Volunteer Handbook



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Dear Volunteers,

Welcome and thank you so much for taking the time to be involved with the *Flaming Foliage Relay*.

Team relays are a type of adventure race. The 165-mile route from Idaho Springs to Buena Vista is divided up into 30 sections, or *legs*. Teams, ranging in size from 5-person Ultra to 10-person teams, will run the route, each runner taking turns. Teams will start Friday morning in Idaho Springs and will run all night, finishing in Buena Vista sometime Saturday.

A 165-mile relay event is a wonderful puzzle of logistics in planning the route and then getting the necessary permission from town and state government agencies, large and small businesses, and private landowners. In addition, it is necessary to find a way to staff the 30 exchanges the runners will be passing through over the two days of the race. This becomes difficult when the race is designed to be rural in nature. Therefore, one of the requirements for a team to participate is to assist in providing volunteers to staff the exchanges.

Teams have two options to choose from. The first option is to recruit friends or family to be their volunteers. The second option, is to choose to participate in the program we call *Volunteers With A Purpose*. Teams make a tax-deductible donation to *Volunteers With A Purpose, Inc.* in addition to their registration fee. This pool of funds is then distributed to local community non-profit groups that participate in the relay as race marshals as a fund-raising opportunity. In exchange for their time, a donation is made to their organization.

Since we started, *Volunteers With A Purpose* has raised and distributed over \$312,000 to participating local non-profit organizations in Colorado, Vermont, Iowa, and Oregon.

I have three simple requests of you. First is to have fun with the runners and to enjoy the scenery. The second is to follow the instructions describing your responsibilities so you are doing what is necessary for the exchanges and the relay to run smoothly, and to be safe while performing them. Third, it is only with the cooperation of multiple agencies, businesses, and private landowners that the *Flaming Foliage Relay* can exist. Please show respect and common sense during your time out there.

I sincerely hope that your FFR experience is fun and rewarding. Many of the volunteers return each year because they have fun. I know the runners appreciate you being out there and you will hear numerous expressions of appreciation from them. Also know that I too appreciate the time you are taking to help.

When you are finished, I would enjoy receiving your feedback and suggestions so future relays will be even better.

Sincerely,

Paul Vanderheiden
Race Director – *Roads Less Traveled Relays*
paul@timberlineevents.com



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DEFINITIONS

Active Van transports runners (usually five) to the next Exchange while one team member is running. Vehicles may NOT trail runners, but must drive ahead to the Exchange. To reduce congestion, only Active Vans may park in a Runner Exchange unless it is also a Van Exchange (see below). Vehicles may NOT park within 500 feet BEFORE the Exchange; park beyond Exchanges or in the designated parking areas before exiting vans.

Vans with Orange Signs are Active for Legs 1 – 6, 11 – 15, 21 – 25

Vans with Yellow Signs are Active for Legs 7 – 10, 16 – 20, 25 – 30.

Vans with White Signs are Always Active

Exchange Zone is the marked area of Exchange where the incoming runner hands the baton to the next runner. Only outgoing runners are allowed in this area. Spectators must stay off the road and away from Runner Exchange Areas.

Leg is one of 30 segments of the 165-mile course.

Inactive Van transports team members (usually six) with no active runners on the course to Van Exchanges (6, 10/11, 15, 20, 25) in time for outgoing runners to receive the baton. Inactive Vans may not stop in Runner Exchanges, only the Van Exchanges.

Runner Exchange is one of 29 locations where incoming runners hand batons to the outgoing runners. Volunteers record the time of the hand off (Exchange Time).

Team Time Sheet is used to record runner leg times and team cumulative times. Teams must transfer their Team Time Sheet to Active Vans Van Exchanges to ensure completion. Team Time Sheets must be turned in at the Finish to receive finisher awards.

Van Exchange is one of five Runner Exchanges (6, 10/11, 15, 20, 25) where runners in Active Vans hand batons to runners in Inactive Vans. Active Vans then become Inactive Vans and vice versa. Active and Inactive Vans may park in Van Exchanges.

VOLUNTEER INFORMATION

Your participation as race marshals in this event should be an enjoyable experience. This event will only be successful because of the various duties that you, the volunteer, perform.

ALL volunteers should also review the Volunteer Information on the FFR website. Updated times, staffing, and notes for each exchange are updated on the website under the Exchange Information menu.

REQUIREMENTS:

- Volunteers must be over the age of 14. If under the age of 16, the volunteers MUST be accompanied by their parent or guardian.

- A waiver must be signed by all volunteers.
- Time requirement - volunteers will work one shift that is between 4 - 6 hours, but not to exceed 6 hours.
- **Volunteers must actively be performing their responsibilities; sitting around in a group and not being in their areas of responsibilities may affect the status of the team they are representing or the non-profit they are representing.**
- **Any volunteers failing to show up for their assigned duties – or leave before the end of their shift - will cause their team to be disqualified or**



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the payout to their non-profit organization to be reduced.

- **Non-profits – you are welcome to have a concession stand to sell food/drinks to the participants, but you need to staff your stand with additional folks, not the people assigned to perform race marshal duties.**

TEAM SUPPLIED VOLUNTEERS

- 10-person teams provide two (2) volunteers, ultra teams one (1), for the relay. These volunteers cannot be team-running members. Also, team van drivers do not count as relay volunteers. High School teams are excused from this requirement.
- Volunteers need to be flexible. As the relay route is from Idaho Springs to Buena Vista and takes place from early Friday morning until mid Saturday afternoon, the race marshal assignments can be anywhere along the route and at any time during the relay.
- Most of assignments are at the Runner Exchanges for each leg. Responsibilities include maintaining order at the Runner Exchange, checking in each runner, calling out the race number of the incoming runner, or directing relay traffic and proactively parking the vans in the Exchange areas.
- **Volunteers or their team captain will be able to select the location of their assignment online when the selection process opens 2 - 3 weeks before the relay. Captains and the volunteers in the database will receive instructions and the date and time the process will open via email.**

VOLUNTEER DUTIES

Volunteers are stationed at Exchanges to act as **Race Marshals**, and to perform the following duties:

- Note each team and time of day they pass through your exchange on the Exchange Time Sheet

- Ensure a safe, fair race by monitoring for rule violations
- Assist drivers into Exchanges to reduce vehicle congestion
- Spotting and announcing an approaching runner so the next runner for their team is ready and waiting in the Exchange Zone
- Monitoring the traffic on busy roads to direct when it is safe for the runner to cross if applicable
- Proactively direct vans where to park maximizing the space by having vans park close together
- Pointing out the approved camping areas when applicable

EXCHANGES

Keep team members from congregating near Runner Exchange Zones so runners can enter and exit easily. Only outgoing runners and the Team Timer should be near Runner Exchange Zones.

ZONES

The 30 Legs are grouped in to **Zones**. A Zone Coordinator is scheduled to meet volunteers at each exchange and help set up and answer any questions.

SAFETY AND COURTESY

Since there will not be any road closures, traffic control or aid stations, participants must obey the Colorado State Traffic Laws. Volunteers may not direct traffic.

YOU ARE IN CHARGE!

You are the race marshals. Participants are instructed to follow your directions and to treat you with respect. If any runner does not follow your instructions or gives you any verbal abuse, be sure to note their bib # or team name and report them immediately to the Race Director.

PLEASE BE ON TIME TO YOUR VOLUNTEER POST.

It is important that all volunteers arrive at their assigned location on time, otherwise, the safety of the runners is at stake. If available, a **Zone**



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Coordinator or *FFR* staff person will either meet you or one will be along before the first runner arrives to assist you in the set-up of your Exchange.

The reporting time for the first shift at each Exchange is based on volunteers arriving 30 minutes before the first team is expected. The departure time for the last shift is based on the time after the last runner is expected with an increasing buffer. We appreciate your cooperation and understanding the unpredictability of the runners.

As volunteers, your job is critical to the running of this race. Without you, the relay would not be

possible. Therefore, we appreciate your promptness and full commitment to your exchange point. **Have fun with your Exchange. Costumes, decorations, etc. are encouraged! But we do need you to perform the tasks we are counting on you to do.**

Volunteers need to remain at their assigned exchange until the scheduled time for the end of their shift, or until the sweep truck arrives to pick up the gear. Some exchanges have overlaps of shifts of a couple hours to increase the staffing at the exchange during the busiest time.

WHAT VOLUNTEERS DO

Volunteers are encouraged to take ownership of their exchange. Each exchange is different so review the notes on your exchange online at www.RLTRelays.com – chose the *Flaming Foliage Relay* from the races then click on the *Volunteer* tab. This information will also be in a notebook that is at the exchange. You are also encouraged to look over the **Volunteer Positions** with your partner(s) and divide them up amongst yourselves.

- Your most important responsibility is to ensure the safety of yourself and the runners.
- Be aware of all traffic that could be potential hazards to the runner.
- Please direct the runners to where they need to go, and help them be cautious of the traffic.
- Your job is **not** to direct traffic, but it is to direct runners and their vehicles!
- Each Exchange is set up differently so it is critically important that you read the notes on how the exchange is to be run and to follow the map on how the exchange is to be set up. But use your heads and take control of the situation if conditions change. You are encouraged to do any thing helpful that you see fit to assist the runners.

- **You MUST remain at your exchange until you are dismissed either by the next shift of volunteers, or by the Zone Coordinator or Sweep Vehicle.** The Zone Coordinator/Sweep Vehicle will come through after the last runner has come through. You **need to stay** at your post at all times except in the case of an emergency.

It is very important that you as a volunteer are present for each runner, fast or slow!

VOLUNTEER RESPONSIBILITIES

Volunteer 1 - Timer And Runner Exchange Area Monitor (at all Exchanges)

- Mark the Runner Exchange Area with two cones
- Record Runner Exchange Times and incidents on **Exchange Time Sheet**.
- Prevent runners from being forced onto the road by spectators obstructing the shoulder.



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- Ensure that the next and only the next outgoing runners are in the Runner Exchange Area.
- Identify each runner by their team number, which is on the bib they **must** be wearing.
- Make sure the runner passes the wristband (if it has broken, they will high five each other) to his or her next runner.
- Note the arrival time of day of each team's exchange on the Exchange Time Sheet.
- After sunset and before sunrise, **ALL RUNNERS** must be wearing a reflective vest, carrying a flashlight or headlamp, and have a blinking red light that is visible attached to their backs. This applies if they will be leaving before sunset but won't arrive at the next exchange before sunset. If the runner does not have all of the above, they should not be permitted to leave the exchange until they do. If they do leave, their entire team is immediately disqualified.
- Please do not use Military time; use the standard hour time

Volunteer 2 - Van Parking Monitor

- Your first and foremost responsibility is to ensure that the vans and other cars are aware and cautious of the runners that are coming through the exchange point.
- You will be supplied with either a bright red flag (daytime) or a red-lighted baton (night) to direct traffic.
- Remember that this is a **race**, and people can become very frantic if they are in a hurry. Your job is to keep everybody safe and happy.
- Each van exchange is set up differently, but when you arrive at the exchange point you will be directed as to where the vans are to be parking. **You need to keep the vans parking in the same general area.** Some of the van exchange areas are very small and

need to be managed very closely. If your exchange is one of the very small exchanges, keep traffic moving the best you can. As soon as the van has made the runner exchange, please **DO NOT** allow the vans to sit at the van exchange point. Due to the limited space in many of the exchange points, it is essential to keep the flow of traffic moving, keep everybody safe, all while not blocking the road.

- Do not allow vans to block or force runners onto the road by obstructing the shoulder. Vans may not park for 500 feet **BEFORE** Exchanges (unless directed to do so in that Exchanges notes) so incoming runners may view outgoing runners.
- Allow only Active Vans to park in Exchanges. Both team vans may park in Van Exchanges (6, 10/11, 15, 20, 25).
- Teams may do a **QUICK** redistribution of runners between their two vans at Exchange 3

Volunteer 3 – Spotter (at all Exchanges)

- Call out team numbers from bibs of incoming runners from 50 yards before Exchange so the correct outgoing runner can enter the Runner Exchange Areas.
- At exchanges with only two volunteers, the Spotter will do double duty assisting vans with parking.

RELAY RULES FOR ALL VOLUNTEERS TO KNOW

- **After sunset and before sunrise, ALL participants, after exiting their van MUST be wearing a reflective vest. The exception is at van exchanges where they will be handed off from one van to the other.**
- His or her team number should note any runner found littering or answering the call of nature on private property. That team is immediately disqualified.
- Report any runner/team that is abusive or uncooperative.



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- Between sunset and sunrise, all runners must be wearing a reflective vest, be carrying a flashlight or headlamp, and be wearing a flashing red light. If the runner does not meet these equipment requirements, they must not be allowed to start.
- Enforces quiet at Exchanges designated as **QUIET ZONES**.
- **Due to our insurance provider's policies, runners are not permitted to run with headphones or earbuds (iPods). If a runner is getting ready to run with headphones on, tell them if they leave the exchange, they and their team will be disqualified.**
- Keep Exchanges clean.

WHAT VOLUNTEERS SHOULD NOT DO

Volunteers are expected to focus on the safety of the runners and vans during their shift.

VOLUNTEER - RACE DAY

Where To Go

Check your assignment, arrive on time and sign in with the Zone Coordinator. The location and directions along with a map of how the exchange should be set up are in a separate packet.

What To Bring:

- Watch – to coordinate time with the Zone Coordinator
- Clothing - Please be prepared for all temperatures and for rain.
- Hat, sunscreen, sunglasses
- Jacket/ Rain Gear
- Water, food (not all exchanges will have water)
- Optional - chair, camera, binoculars, two-way radios, umbrella or pop-up canopy – please make yourself comfortable and feel free to give your Exchange area a personality.

Failure to perform the volunteer duties during your shift could cause your team to be disqualified, or for non-profits, the contribution to your organization to be sharply adjusted. Some of the activities that would cause this are:

- Sitting in a chair and reading when runners/vans are in the exchange
- Congregating and talking with the other volunteers rather than being in your position and attending to your responsibilities when runners/vans are in the exchange
- The drinking of alcoholic beverages during your shift or showing up intoxicated.
- Leaving before your replacement has come or before the sweep truck has arrived.

At Night Also Bring:

- Headlamps/ flashlights/ or Coleman lantern or big battery light. **NO FIRES ALLOWED!**
- Warm clothing (It could get very cool/cold, especially in the North Park/Walden area!)
- Hat or visor (useful to reduce glare of vehicle headlights)

Please Do Not Bring:

- Alcohol
- Children
- Headphones
- Pets

The Relay Will Provide:

- Volunteer T-shirt
- Exchange markings
- Safety Vests – required to be worn by volunteers



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- **Notebook with a Map of how the exchange should be set up as well as instructions for that exchange. All volunteers should review this notebook.**
- Two cones to mark the Baton Exchange Area
- Rules
- Exchange Time Sheet, clipboard and pen
- Garbage can and bags
- Portable toilets (if bathrooms are not available)
- Rule Violation Forms, used to report a team's rule violation

Exchange Closure

- Do not leave the Exchange until your shift is over or Zone Coordinator/Sweep Truck confirms that the last runner has passed. **There are instances where the first shift is not over when the second shift arrives as this provides extra personal when more teams are passing through the Exchange.** Please adhere to your scheduled time so all Exchanges are staffed appropriately.
- Clean the Exchange (bag the trash) so that we will be allowed to use the site in future years.



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COURSE MAP

TOPO! map printed on 07/23/13 from "FFR route map Exch only.tpo"

106°19.000' W 106°08.000' W 105°57.000' W 105°46.000' W WGS84 105°27.000' W

