

CIVIL WAR RELAY

VOLUNTEER HANDBOOK



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Volunteers,

Thank you for volunteering for the Civil War Relay! Your participation as race marshals in the event should be an enjoyable experience. Only with the performance of the various duties by race marshals will this event be a success.

REQUIREMENTS:

- Volunteers must be at least 16 years of age.
- Time requirement - volunteers will work a shift that is between 3 - 4 hours.
- Volunteers need to be flexible. The relay route alternates between going from Albany to Eugene and Eugene to Albany, and a volunteer's assignment could be anywhere along the route.
- Assignments are selected ONLINE shortly after registration closes (two weeks before race day) first come, first serve. No early requests for an assignment will be accepted.
- Any volunteers who are late or fail to show up for their assigned duties will cause their team to either be penalized or disqualified.

INFORMATION AND TERMS TO BE FAMILIAR WITH:

The 52-mile course is divided into 25 segments called **Legs**. At the end of each leg is an **Exchange**. Each team has up to five runners that run the route in rotation. Each team's current runner runs a leg to the next exchange before handing a baton to the next runner in the **Runner Exchange Zone**. Some legs cross busier roads at intersections.

Volunteers are stationed at Exchanges or at intersections to act as Race Marshals, and perform any of the following duties:

- Hold runners at designated intersections until it is safe (green light) to cross
- Ensure a safe race by keeping runners and vehicles separated, and a fair race by monitoring for rule violations

- Record Exchange Times on Exchange Time Records
- Assist drivers into Exchanges to reduce vehicle congestion

RACE VEHICLES

- Team vehicles drive to the exchange ahead of incoming runners to prepare outgoing runners. Vans should not park within 500 feet before the exchange (same side of road as exchange) and should not be parked in such a way that the force runners on to the road.
- Team vehicles should be pulled well off the road so as not to interfere with other traffic and should not be blocking residence's driveways.

OTHER RULES VOLUNTEERS NEED TO BE AWARE OF AND REPORT IF THEY COME ACROSS

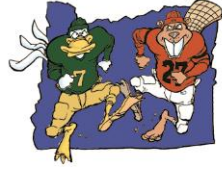
- All runners need to wear a bright colored safety vest and have their team numbers (bibs) visibly on their front. Headphones/earbuds on active runners on the race course are prohibited and will result in the entire team being disqualified (Insurance liability rules)
- Any runner reported to have verbally abused a volunteer will cause their entire team to be disqualified

EXCHANGES

The race start is staggered over several hours to spread out the runners. Team members may not congregate near Runner Exchange Areas. Only outgoing runners and the Team Timer are allowed near Runner Exchange Areas.



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INTERSECTIONS

Several legs are on or cross busier roads. Permits require us to place race marshals at designated intersections or exchanges to monitor runners crossing the street. Race marshals DO NOT stop traffic, but rather hold the runners till it is safe to cross. At some intersections, it is waiting for the green light; at others, it is just looking both directions until traffic is clear enough for runners to cross. Runners MUST cross in cross walks if applicable. At intersections, one volunteer should be on each side of the crossing and should work together to get runners across safely. Volunteers should note the bib number of runners who do not follow their instructions.

SAFETY AND COURTESY

Since there will not be any road closures or traffic control, participants must obey the Oregon State Traffic Laws. Volunteers may not direct traffic. Please follow any requests from property owners.

VOLUNTEER DUTIES

Runner Monitor:

- Monitors runners crossing the street at designated intersections or exchanges
- Volunteer holds runners until traffic is clear OR if there is a stop light, the light turns green
- If there is a button to push for the "Walk" lights, please push it when you see a runner approaching.
- Makes sure runner crosses at cross walk

Timer And Runner Exchange Area Monitor:

- Runner Exchange Area is marked with two cones (see drawing of Exchange Map)
- Record Runner Exchange Times and incidents on Exchange Time Records

- Prevents runners from being forced onto the road by spectators obstructing the shoulder
- Ensure that only outgoing runners wait near Runner Exchange Areas. Notify outgoing runners of problems

All volunteers share in picking up trash and keeping their exchange clean.

BEFORE THE RELAY

- Read Exchange Information
- Figure out how to get to your exchange location and how long it will take in advance so you won't be late and cause your team to be assessed a time penalty or be disqualified.

VOLUNTEER RACE DAY

What To Bring:

- Watch
- Hat, sunscreen, sunglasses
- Water, food
- Chair, tables, large umbrella/pop-up canopy, binoculars (all optional)
- Clothing appropriate for the weather

Please Do Not Bring:

- Alcohol (you will be sent home and your team disqualified)
- Children, pets
- Headphones

The Relay Will Provide:

- This Volunteer Handbook that includes the relay rules that you will be able to download before race day
- Volunteer t-shirt
- Safety vest
- Portable toilets are only available at about every third exchange



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EXCHANGE CLOSURE

- Do not leave the Exchange until the Sweep Vehicle confirms that the last runner has passed
- If assigned to an Exchange, return legible and completed Exchange Time Record, clipboard and cones to the sweep vehicle