



**FORT COLLINS to
STEAMBOAT SPRINGS
COLORADO**

36 Legs ~ 200 Miles
August 7 – 8, 2009

2009 Volunteer Handbook



Wild West Relay 2009 Volunteer Handbook



Dear Volunteers,

Welcome and thank you so much for taking the time to be involved with the Sixth Annual *Wild West Relay*.

Team relays are a type of adventure race. The 200-mile route from Fort Collins to Steamboat Springs is divided up in to 36 sections, or *legs*. Teams, ranging in size from a solo runner to 12-person teams, will run the route, each runner taking turns. Teams will start Friday morning in Fort Collins and will run all night, finishing in Steamboat sometime Saturday.

A 200-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 35 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*.

One of the goals for our relay events is to create an opportunity to give something back to the communities the relay passes through. This led to the option of a team being able to choose to have volunteers recruited for them. 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 the local community non-profit groups that participate in the relay as volunteers. In exchange for their time, a donation is made to their organization – *Volunteers With A Purpose*.

Between our two events, *Volunteers With A Purpose* has raised and distributed over \$97,000 to local non-profit organizations in Colorado and Vermont. This year's WWR will add another \$25,000+ to that amount.

I have three simple requests of you. First is to have fun with the runners and to enjoy the scenery. The second is to be safe while performing your responsibilities. Third, it is only with the cooperation of multiple agencies, businesses, and private landowners that the Wild West Relay can exist. Please show respect and common sense during your time out there.

I sincerely hope that your WWR experience is fun and rewarding. 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 out.

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

Sincerely,

Paul Vanderheiden
Race Director
paul@timberlineevents.com



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GENERAL SAFETY WARNING

Have you ever driven the roads of Colorado and noticed how prairie dogs contribute to animal “road kill” because they run out onto the road with no regard to traffic?

Due to the limited number of roads into Steamboat Springs, it was necessary to have the WWR route along a couple of sections of highways with 50+ MPH traffic.

So long as all runners and their teammates stay in the wide shoulders, stay alert to their surroundings, and don't pull a “prairie dog” by wandering into traffic, no one should become “road kill.”

At the Exchanges along these busier highways, one of the responsibilities of the Race Marshals will be watching over the situation, but also to take responsibility and watch out for yourself, the other volunteers, and the relay participants so no one gets hurt and normal vehicle traffic is not impeded.

Be smart and safe out there. Thank you for your cooperation.

WEATHER

The cliché “If you don't like the weather, wait 5 minutes” certainly applies to the weather in the Rocky Mountains. Thus, it is recommended that you and your teammates come prepared for a variety of conditions, ranging from sunny and pleasant to cold (35°F) and rainy. See table below for averages for the month of August - bear in mind the entire route starting at Leg 10 through the finish is above 8000 ft.

City	Altitude	Average High Temperature	Average Low Temperature	Average Precipitation
Fort Collins	5160 ft	83	53	1.4”
Jelm (Near Woods Landing)	6770 ft	80	40	1.6”
Walden	8110 ft	76	37	1.2”
Steamboat Springs	7760 ft	77	38	1.6”

In the unlikely event a thunderstorm occurs while you are out on the course, please be smart. There is a lot of open terrain out there. Drivers – find your runners and get them in the vans. In fact, if you come across any runner, pick him/her up and into the safety of your vehicle.



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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. Do not force runners onto the road by obstructing the shoulder.

Baton (Wristband) must be worn while running. Wristbands are transferred to the next runner in Runner Exchange Areas. Wristbands will be given to captains at the Start after fulfilling check-in requirements.

Blinking Lights – during the sections of the relay that route teams will be covering at night, directional arrows will be marked with blinking Red lights, approximately 1-mile to go points will be marked with Yellow blinking lights, and Exchanges will be marked with Green blinking lights.

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 36 segments of the 200-mile course.

Inactive Van transports team members (usually six) with no active runners on the course to Van Exchanges (6, 12, 18, 24, 30) in time for outgoing runners to receive the baton. Inactive Vans may not stop in Runner Exchanges, except at 6, 12, 18, 24 and 30.

Inactive Van Route is the route Inactive Vans must travel to the next Van Exchange. Inactive Van Routes reduce vehicle congestion and may differ from the course traveled by runners.

Runner Exchange is one of 35 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, 12, 18, 24, 30) 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.



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VOLUNTEER INFORMATION

The 200-mile course is a secluded route, which offers varied scenic views of forests, plains, and majestic mountains. Your participation as race marshals in the event should be an enjoyable experience. This event will only be successful because of the various duties that you, the volunteer, perform.

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.
- Read and understand the Volunteer Handbook
- Time requirement - volunteers will work one shift that is between 4 - 6 hours, but not to exceed 6 hours.
- **Any volunteers failing to show up for their assigned duties will cause their team to be disqualified (or their non-profit organization's donation to be reduced).**

INFORMATION TO BE FAMILIAR WITH:

The 200-mile course is divided into 36 segments called **Legs**. Each leg ends at an **Exchange**. After completing each leg, the incoming runners hand a baton to the outgoing runners in **Runner Exchange Zones**.

Most relay teams have six or twelve runners per team, but there is also a Super-Ultra category where each team consists of one to three runners. Each team member on the 12-person and 6x6 Ultra teams runs one leg at a time from one exchange to the next. 6x1 Ultra Teams, and Super-Ultra Teams will run several legs at one time so they will not be stopping and handing off their baton at each exchange.

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

- Note which team, and the time of day, every time a team passes through your exchange on the Exchange Time Sheet
- Super Ultra and 6x1 Ultra teams will not be stopping at each exchange; however,

please note that the team has passed through your exchange

- 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
- Pointing out the approved camping areas when applicable

EXCHANGES

The starting time of teams is staggered though out the morning to spread out the runners. Keep team members from congregating near Runner Exchange Zones so runners can enter and exit easily. Only outgoing runners and the Team Timer are allowed near Runner Exchange Zones.

ZONES

The 35 Exchanges are grouped in to **Zones**. Zone Captains will help set up and manage the Exchanges with the volunteers.

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.

Please follow requests from property owners.

PLEASE BE ON TIME TO YOUR VOLUNTEER POST.

We ask that all volunteers plan to be at their assigned exchange at least 10 minutes prior to their reporting time. Plan on extra drive time, especially for later exchange points. As the race comes into full swing, traffic congestion from runners, team vans, and other volunteers, could slow your pace. A WWR **Zone Coordinator** or staff person will either be waiting for you or one will be along before the first runner arrives to



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assist you in the set-up of your Exchange and to answer any questions.

The reporting time for the first shift at each Exchange is based on volunteers arriving 30 minutes before the first team is expected. If teams are running slower than expected, you may have to wait a bit before the first team arrives. The departure time for the last shift is based on one hour after the last runner is expected so you may be done early. We appreciate your cooperation and understanding the unpredictability of the runners.

WHAT VOLUNTEERS DO

Volunteers are encouraged to take ownership of their exchange. You are also encouraged to look over the **Volunteer Positions** with your partner(s) and divide them up amongst yourselves. If you feel a job has been left out of the description, please feel free to improvise in any way you find suitable.

- The most important responsibility for you is to ensure the safety of yourself and the runners.
- Be aware of all traffic that could be potential hazards to the runner.
- Your job is **not** to direct traffic, but it **is** to direct runners and their vehicles!
- Please use your heads and take control of the situation when you arrive. You are encouraged to do anything helpful that you see fit to assist the runners.
- You **MUST** remain at your exchange point 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 case of an emergency.

It is very important that you as a volunteer are present for each runner, fast or slow and that you perform your duties as outlined. Failure to do so will cause your non-profit organization to have their award reduced or for the relay team that you represent to receive a time penalty!

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!**

As a volunteer, your participation is also a safety issue. Thus, the consumption of alcoholic beverages before or during your shift will cause you to be asked to leave and the team you represent will be disqualified.

All Volunteers

- 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.
- 12-person teams are only permitted to have two vans; 6-person teams are permitted to have one. Each van should have an official sign (green, orange, or yellow). Teams that are using more than the permitted number of vehicles will be disqualified.
- Vans with Green signs are always an Active Van. Vans with Orange signs are Active on Legs 1 – 6, 13 – 18, and 25 – 30. Vans with Yellow signs are Active on Legs 7 – 12, 19 – 24, and 31 – Finish. All vans are permitted in Exchanges 6, 12, 18, 24, and 30. Allow only Active Vans to park in Exchanges.
- Keep an eye on the trash container. When getting full, tie off and replace with a new bag so trash does not blow around and litter the area.
- Make sure the area is completely clean of trash before closing the exchange.
- Volunteers **are not** permitted to direct regular vehicle traffic on Colorado highways.
- Remember that this is a **race**, and people can become very frantic if they are in



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a hurry. Your job is to keep everybody safe and happy.

Timer And Runner Exchange Area Monitor (at all Exchanges)

- Set up the exchange exactly as depicted on the Exchange Map. Mark the Runner Exchange Area with the two cones and yellow tape provided.
- Record Runner Exchange Times, penalties, and incidents on the **Exchange Time Sheet**.
- Prevent runners from being forced onto the road by spectators obstructing the shoulder.
- 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. If the runner is not wearing their bib, do not permit them to depart.
- Make sure the runner passes the wristband (if available) to his or her next runner.
- Note the arrival time of each team's exchange.
- 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. 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, you are directed to disqualify the entire team.
- On Legs 31 through 35, runners will be on US 40 over Rabbit Ears Pass. All runners on these legs must be wearing reflective vests.
- Please do not use Military time; use the standard hour time

Spotter (at all Exchanges)

- You must position your self approximately 30 – 50 yards before the exchange in a safe location so you can spot the oncoming runner's bib number.

- Call out incoming runner's bib number so the correct outgoing runner can enter the Runner Exchange Areas.

Van Parking Monitor (at all Exchanges)

- Your first and foremost responsibility is to ensure that the vans are aware and cautious of the runners that are coming through the exchange point.
- You will be issued either an orange safety flag (daytime) or a red light stick.
- Actively direct vans where and how to park and where to exit when leaving. Work in tandem if necessary where one person directs the van in the proper direction while the next person "parks" them. Also direct vans when exiting. Make sure vans are not crossing in front of arriving or departing runners (runners have priority).
- Each van exchange is set up differently, so follow the directions provided in the Exchange Map. **You need to direct the vans to park in the same area and in the same direction as depicted in the exchange map.** Some of the van exchange areas have limited parking space and so 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.

Runner Monitor (Exchanges Leg6cross, 17, 33, 34, and intersection of US 40 & Hwy 14 – a very important position)

- 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.
- Monitor the flow of traffic and instruct the current runner when it is okay to cross the busy road
- Make sure relay participants don't wander out into the flow of traffic



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- If the runner does not report to you for clearance to cross the road, note their team (bib) number and write on their time sheet that they did not follow your instructions.

Active Van Monitor (Leg 13)

- Only permit the Active Van (Van #1 – Green or Orange sign) though to follow the runners' route; the Inactive Van **MUST** drive the alternate route as described in the Race Handbook and Leg Handbook. Van #2 is marked with a Yellow sign and **may not** follow the runner's route after Exchange 12.

Camping Monitor

- This position is located only at the van exchanges. The responsibilities of this

individual is to monitor the trash cans and recycle (blue) bags, bagging and replacing with a new when full, and keeping the Cytomax coolers and water bottles stocked, taking extra TP rolls to the portable toilets when needed, and monitoring the exchange and picking up any trash.

- Also, at Exchange 6, 24, and the Finish, as these are schools, they are **DRUG FREE ZONES**. If any teams are caught drinking alcohol, get their team number and contact the Race Director Paul Vanderheiden at (303) 912-6176 immediately.

RULES ALL VOLUNTEERS SHOULD WATCH OUT FOR AND ENFORCE

These are safety and courtesy rules. Note on your Exchange Time Sheet any teams you see breaking these rules

- Make sure runners are wearing their bibs on their front side before they depart the exchange
- Active Runners wearing headphones/ear buds from iPods, etc.
- Any person littering
- Any person relieving themselves on private property
- Any person/team not following your specific instructions or giving you backtalk
- Runner Monitor – any runner who does not follow your specific instructions as to when to cross the road – this includes bypassing you and running along the shoulder before crossing. The runner

MUST STOP and wait for your specific instructions.

- **After sunset and before sunrise, runners must be wearing a reflective vest, a blinking red light on their back, and carrying a headlamp or flashlight. And on the Legs over Rabbit Ears Pass (Legs 31 through 35), runners must wear a reflective vest,**
- **DURING NIGHT TIME/EARLY MORNING HOURS – MAKE SURE TEAMS ARE QUIET – that includes talking/cheering, music from their vans, the slamming of doors. We lost an exchange year ago because teams were too noisy and volunteers did not manage the noise levels.**

VOLUNTEER RACE DAY

Where To Go

Check your assignment, arrive on time and sign in with the Zone Coordinator.

What To Bring:

- Watch

- Clothing - Please be prepared for all temperatures and for rain.
- Hat, sunscreen, sunglasses
- Jacket/ Rain Gear
- Water, food
- **Optional** - chair, camera, binoculars, two-way radios, umbrella or pop-up



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canopy – please make yourself comfortable and feel free to give your Exchange Area a personality.

At Night Also Bring:

- Headlamps/ flashlights/ or Coleman lantern or big battery light. **NO FIRES ALLOWED!**
- Warm clothing – it gets cold in the Walden area.
- Hat or visor (useful to reduce glare of vehicle headlights)

Please Do Not Bring:

- Alcohol
- Children or Pets
- Headphones

The WWR Will Provide:

- Volunteer T-shirt
- Exchange markings
- Reflective Safety Vests – required to be worn by volunteers
- Map of assigned Exchange
- Two cones and a yellow ribbon to mark the Runner Exchange Area
- Exchange Time Sheet, clipboard and pen
- Garbage can and garbage bags
- Portable toilets (if bathrooms are not available) with extra toilet paper;

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 is a minimum of two shifts of volunteers since the Exchange needs to be open more than six hours. 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.
- Gather all the relay equipment together.
- Return legible and completed Exchange Time Record, clipboard, and cones to your Zone Coordinator or sweep vehicle.

Volunteers are not permitted to:

- Neglect their responsibilities by congregating in groups, sitting and reading, wearing headphones, or showing up intoxicated, etc.
- Volunteers who neglect their responsibilities will cause the team they represent to have time penalties assessed to them, or if a non-profit organization, to have their award reduced.



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TIMBERLINE EVENTS, LLC ACKNOWLEDGEMENT AND ASSUMPTION OF RISK and RELEASE AND INDEMNITY AGREEMENT Our lawyer made us say this... PLEASE READ CAREFULLY

I know that running or volunteering for a road race, regardless of the distance, is a potentially hazardous activity. I should not enter, participate, or volunteer unless I am medically able and properly trained. I accept all the risks of participating in and volunteering for the 2009 Wild West Relay Race (hereafter "the EVENT") even if they are created by the negligence of a Released Party or any one else.

I agree to abide by any decision of a race official relative to my ability to safely complete this road race or conduct volunteer activities and I further agree that race officials may authorize necessary emergency treatment for me and may alter the course for the safety of the participants/volunteers. I also understand that police protection will not be provided, parts of the event will take place at night, sometimes in remote areas and often several hours from medical facilities and both vehicle traffic and spectators will be present along the course and I assume the risk of running under such conditions. I grant my permission to *Timberline Events LLC* to utilize any photographs, motion pictures, videotapes, recordings, and any other references or records the EVENT may depict for any purpose, including commercial use by *Timberline Events LLC*.

I further assume any and all other risks associated with participating/volunteering in the EVENT including but not limited to: physical exertion, authorized and unauthorized vehicles on the race course, illness, fatigue, altitude sickness, dehydration, traveling to and from the event on paved and unpaved trails, roads and highways at elevations between 4500 and 10,500 feet, slips, trips, falls, contact with spectators or other participants, bicyclists, the effects of the weather (including but not limited to temperature extremes, humidity, lightning, high altitude exposure and thunderstorms) and the surface condition of the roads (including but not limited to natural hazards such as rocks, dirt, water and debris and man made hazards such as cattle guards, pot-holes, fences, mile markers and delineator posts), and risks directly associated with volunteering for a race such as lifting, directing runners and their vans, weather, and interacting with runners and the spectators all such risks being known and appreciated by me.

USE OF ELECTRONIC DEVICES, HEADPHONES OR EAR BUDS WHILE RUNNING IS STRICTLY PROHIBITED. ANY RUNNER OBSERVED BY RACE OFFICIALS OR REPORTED FOR USE OF THESE DEVICES WHILE RUNNING WILL RESULT IN IMMEDIATE DISQUALIFICATION OF THE RUNNER AND HIS OR HER TEAM. *Initial here* _____

Having read this waiver and knowing these facts, and in consideration of the acceptance of my entry, I hereby for myself, my heirs, my executors, administrator, or anyone else who might claim on my behalf, covenant not to sue, and waive, release and discharge Race Director Paul Vanderheiden, *Timberline Events LLC*, any and all cities, municipalities, government agencies, private land owners, or any other race officials, volunteers, and any and all other sponsors, suppliers, agents, independent contractors, contract-employees, and any other personnel in any way assisting or connected with this event from any and all claims or liability of any kind or nature whatsoever arising out of my participation in this event, even though that liability may arise out of negligence or carelessness on the part of the persons or parties named in this waiver.

I have carefully read, understand and voluntarily sign this document.

The minimum age of participants is fourteen years old. Participants between the ages of fourteen and eighteen, as well as their parent or guardian, will need to sign this waiver.

PRINT NAME

SIGNATURE (if under 18, signature of parent or guardian is required)

DATE

SIGNATURE (parent or guardian if required)

DATE

TEAM/ORGANIZATION NAME



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