



VOLUNTEER MANUAL

November 22, 2008

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Why Volunteer

Volunteers are the backbone of any type of sporting event. The Banff-Jasper Relay is a sporting event. We will have about 150 volunteers performing many duties to ensure both the safety and enjoyment of both runners and the general public. The Banff Jasper Relay uses the roadways going north from Castle Mountain along the Bow Valley Parkway and Icefield Parkway to Jasper. This is one of the most scenic areas in Alberta, if not the world, and hence draws tourists from around the globe. Allowing tourists to enjoy the natural beauty while up to 1,200 runners, team support personnel, and volunteers go beetling up the same roads. This is no simple feat. Of course, 900 runners, team support personnel, and volunteers beetling up a highway has its own entertainment value so those same tourists will enjoy the excitement as well, so long as they are not inconvenienced.

This manual is filled with information to help make your experience enjoyable and fulfilling. You will find descriptions of the many volunteer positions, schematics of the areas where you will be stationed (for race day positions), and an equipment list to ensure your comfort and safety in any type of weather.

As a volunteer you will receive a “race crew” tee shirt and an invitation to join the runners and all the other volunteers at the awards dinner. All on-course volunteers will be provided with safety vests, to be returned to your Station/Crew Chief before you leave.

On Course Volunteer Equipment List

The on-course volunteers will be enjoying the outdoors while performing their duties. Of course we all hope for a nice 20+ degree Celsius sunny day to maximize our experience. But we must be prepared for any type of weather. The following list is a guideline to ensure you are prepared. Do not take this too lightly as we will be in the mountains. The chance of any type of weather from a baking sun to a driving snowstorm is definitely in the realm of possibility. And as you may know, a combination of extremes is possible.

- Parks Canada Vehicle Pass
- Rain gear
- Warm gear
- Hats (sun and cold weather)
- Gloves/mitts
- Sunscreen and insect repellent
- Water and Drinks
- Lunch and Snacks (for yourself, and not the animals)
- Safety vests (these will be supplied for your use race day)

- Flash light (the course closes at 21:00 hours, so you shouldn't need this but we want you to be prepared)
 - Lawn chair and umbrella
 - Pen and paper
 - Big smile (just because)
-
- *Note: Cell phone coverage is on less than 10% of the race course so basically are quite useless.*

Bear Contingency Procedures

The following contingency plan has been developed at the request of Parks Canada to outline the procedures to be followed in the event a bear is feeding close to the road. It is expected that a bear could be encountered on any stage of the relay. In some cases bears may only be passing through and will not be an issue and this procedure will not be needed in that case. This time of year produces many dandelions in the ditches and as that happens to be a favourite food for the bears they may decide to do some roadside foraging. Existing measures included in the environmental assessment for managing bear encounters include temporary race stops (5-10 minutes) to allow a bear to cross the road and clear the area. A runner may also be picked up by their support vehicle and shuttled a minimum of 500m past the bear's location. The following contingency plan outlines the procedures to be followed in the event it is necessary to close all or part of a stage due to a snacking bear.

I. Communications:

Two Parks Canada wardens will be assigned specifically to the relay (one in LLYK and one in Jasper). A duty warden will be designated as the warden contact in Banff. All three wardens will be supplied with hand-held radios by the race committee for communication with the race organizers. Names of all race contacts will be supplied with the radios.

II. Contingency Plan:

The necessity to close all or part of a stage due to a bear is possible but is considered to be unusual. The Race Committee's preference is for only a partial closure of a stage rather than a full closure. The intent of the plan is to allow the race to continue while not causing any interference with the bear. The Committee is aware that Parks Canada's priority will be dealing with issues arising from a roadside bear such as public safety (individuals approaching the bear) and traffic stopping to view the bear, both of which are highly discouraged by Parks Canada. Based on this the following contingency plan has been developed.

a) Pre-Race Instructions

- Team support vehicles will be instructed not to stop to view roadside bears so that the race does not contribute to bear jams.
- Team captains will be notified at the captains meeting that there is the potential for a partial closure of a stage due to a bear incident.
- A copy of the stage closure procedures will be included in the race package for all teams.

- Teams will be reminded that they are required to follow instructions from race officials (including volunteers at exchange points), park wardens, and the RCMP.

b) Stage Closure (partial or full)

- Parks Canada will notify the Race Officials via radio that it is necessary to implement a stage closure and as to whether it needs to be full or just partial.
- The race official nearest to the location will go to the start point of the effected stage to effect the closure.
- The volunteer captain at the exchange point will be notified of the closure and all runners for the stage at the exchange point will be notified of their stage has been closed.
- If only a partial closure is required, a race official will leave the exchange point by car and set up a race closure a minimum of 500m from the location of the bear.
- All runners will be required to stop at the closure and wait to be picked up by a team support vehicle.
- Runners will be dropped off a minimum of 500m beyond the bear. The drop off location will be marked by a race official with a road cone.
- Once the bear has moved on Parks Canada will contact the race officials and the stage closure will be removed.

Pre/Post Race Day Volunteer Opportunities/Tasks

SOCIAL AND FACILITY DETAIL PLANNER (2)

There are two participant non race events. One is Captain's meeting and race package pick up in Banff. The second is in Jasper for the post race celebration.

- Facility planning and setup including;
 - Captain's meeting room in Banff
 - Race office in Jasper
- Food and beverage planning with facility owner in Jasper

PARTY HOSTS (1+)

For the two social events, a number of people will be required for setup, teardown, and running of the events. (more specific details coming soon)

RACE PACKAGE STUFFERS (A dozen or so friendly people)

This is a pre-race opportunity, occurring about one week before the event, and entailing using the submitted team lists to assemble and package up;

- 15 shirts (by requested sizes)
- 4 van cards
- 15 Dinner tickets
- Sponsor literature and "give aways"
- Race Rules and Course description addendums
- South Phase bibs (North Phase are handed out at that start)

EQUIPMENT ACQUISITION, DROP-OFF, PICKUP & RETURN (2)

This two person task is a pre-race, race day and post-race opportunity. The first task is to accumulate the equipment and sort it into team equipment packages. This is to be done a couple of days in advance of the race weekend. Second, is to arrange getting those packages into the hands of the race day volunteer team captains. The more this can be done, the easier it will be on race day. The alternative is to deliver the equipment to the volunteer teams first assignment location. Activities included in this opportunity are;

- picking up the vans Thursday before the race for loading in Calgary
- loading of the race course equipment
- loading of the race packages
- delivering race packages to Friday night's Captain's meeting
- delivering (preferably before) and collecting equipment on race-day
- returning the equipment to the Calgary staging area
- returning equipment to the suppliers

- returning the vans

This will require extreme care due to the amount of driving required before, during, and after the race.

Race Day Volunteer Opportunities/Tasks

Note: All volunteers on or near any highway will be required to wear the provided safety vest.

CREW CHIEFS (8)

Crew Chiefs will be responsible for ensuring each aspect of the race runs smoothly and that each and every volunteer understands his/her assignment. Crew Chiefs will typically be responsible for 4 to 20 individuals. They will be responsible for;

- first and foremost, ensuring the safety of the volunteers
- distributing and collecting safety vests
- educating volunteers re: safety requirements and duties
- collecting your equipment from the Equipment Coordinator
- arranging location set up
- arranging location tear down
- getting all race equipment back to the Equipment Coordinator
- communicating with race officials elsewhere on the course
- supervising clean up of all litter created by the race as well as any other in the immediate vicinity
- monitoring porta-potties to ensure they are not over-filled and are adequately supplied with paper
- monitoring the clock;
 - to be set up for your first assignment before the first runner arrives
 - to make sure at least a portion of your team move onto a second or third assignment
 - ensure timers have correct teams for the force start
 - ensure either one of your team or a timer stays for late arrivals

CREW PERSON (3 + or – per team)

Crew Person is primarily responsible for three things.

1. Safety of the runners and themselves, first and foremost
2. Setup, takedown, and cleanup of the exchange point
3. operating the exchange, or traffic control, point for the duration as specified in the next section.

Oh yes, and a fourth thing, have fun.

Exchange and Traffic Control Stations

CASTLE MOUNTAIN VILLAGE STAGE S1 START

Duration: 6:00 to 7:15

No Race Parking signs to be set up before 6:00am. All runners must have an approved high visibility vest/shirt or they are not allowed to start.

Marshal at entrance to Hostel parking circle: (1)

Set up barricade at entrance to Hostel driveway. Advise cars using parking circle that Hostel driveway is off limits. When parking circle fills up, don't let any more cars in until one leaves. When all cars have left and station has closed down, pick up trash and bring garbage bag to transition zone.

Marshal at entrance to store parking lot: (1)

No Race Parking is allowed in the store parking lot. When all cars have left and station has closed down, pick up trash and place garbage bag in bear-proof dumpster.

Marshals at junction with approach road and Hwy 1A: (2)

Ensure safety of runners crossing approach road by stopping traffic as necessary. No vehicles associated with the race (eg: team support vehicles) are allowed onto 1A with the exception of the busses and race officials.

Bus Marshal: (2)

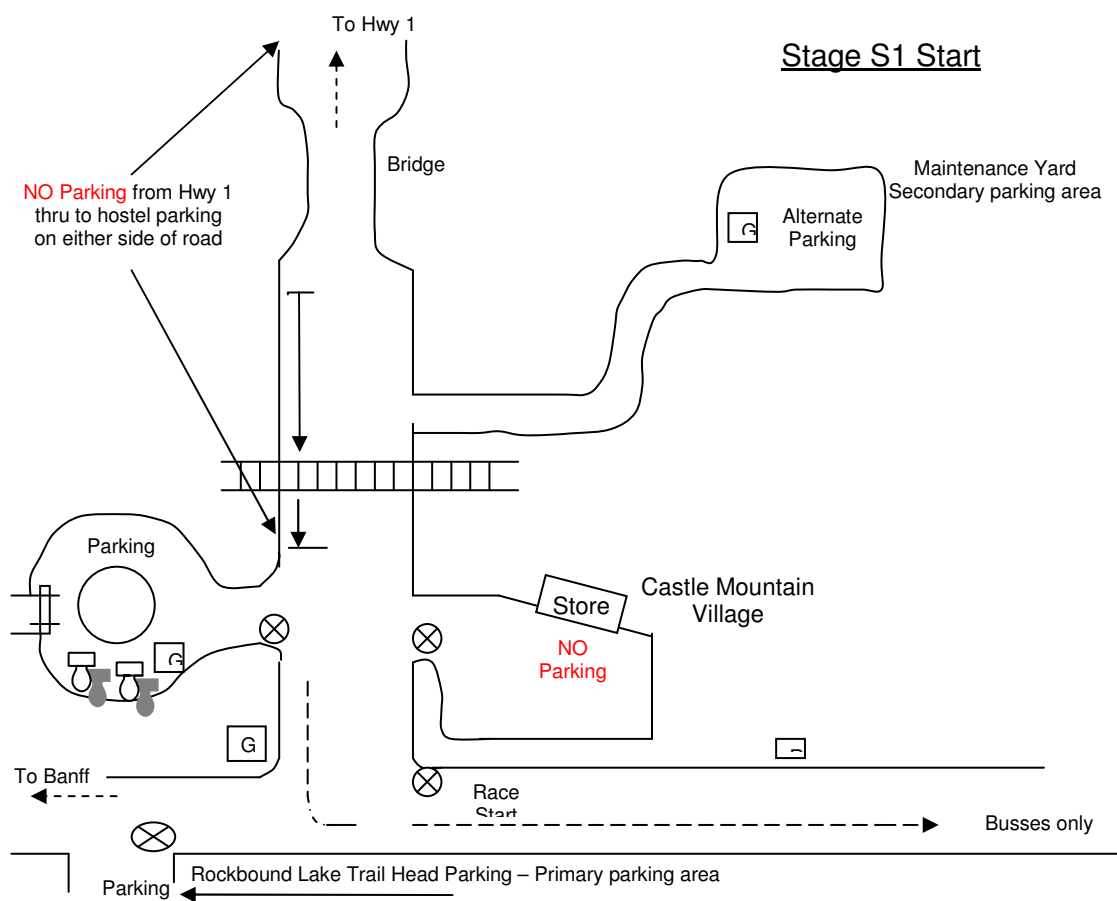
As bus volunteers on the starting stages of the race, you play a very important role. Runners, by their very nature, will be focusing on running their personal best, and may at times need additional guidance and support on the "bus stages". Ensuring all runners move smoothly onto and off the buses and get to their destinations on schedule will largely depend on you. There will be two buses at the race start.

STAGE S1 AND STAGE S2 PROCEDURES

1. Prior to the Stage S1 start (7:00 am), help ensure Stage S1 runners drop off their extra gear in one of the two buses. It should be identified with a tag or bagged in a manner that makes it identifiable. (Runners Name and/or Runner number)
2. Right after the start, ask Stage S2 runners to board the buses with their gear and encourage them to keep track of their Stage 1 team-mates gear as well.
3. At 7:15 A.M. the two buses will leave for the Baker Creek transition/runner exchange area with one volunteer per bus. Enroute to the stage have the Stage S2 runners ensure that their gear is properly tagged, bagged or

identified for their Stage S1 runner go pick up and transport to Lake Louise.

4. At the transition area, help oversee the smooth offloading of Stage S2 runners, including their gear and the gear of their Stage 1 team-mate.
5. Wait for the Stage S1 runners to arrive. Once approximately half the entered racers arrive, one volunteer will accompany one of the buses to the Lake Louise Plaza for pick-up by their team. Don't forget to remind the Stage S1 racers to collect their gear and the gear of their Stage S2 team-mate prior to departing.
6. Once all the remaining racers have arrived at the Stage S1 finish, leave for the Lake Louise Plaza. Ensure no runners' gear is left behind on the bus!!



BAKER CREEK CABINS STAGES S1/S2 TRANSITION

Duration: 7:30 to 8:40

There are no team vehicles allowed on this part of the race course so the only non Baker Creek customer vehicles will be volunteer's, race official's, and the two school busses. When the station has closed down, pick up trash and take garbage bag to convenient bear-proof dumpster.

Marshal at entrance to Baker Creek Cabin parking lot: (1)

Stop traffic to allow runners to pass safely.

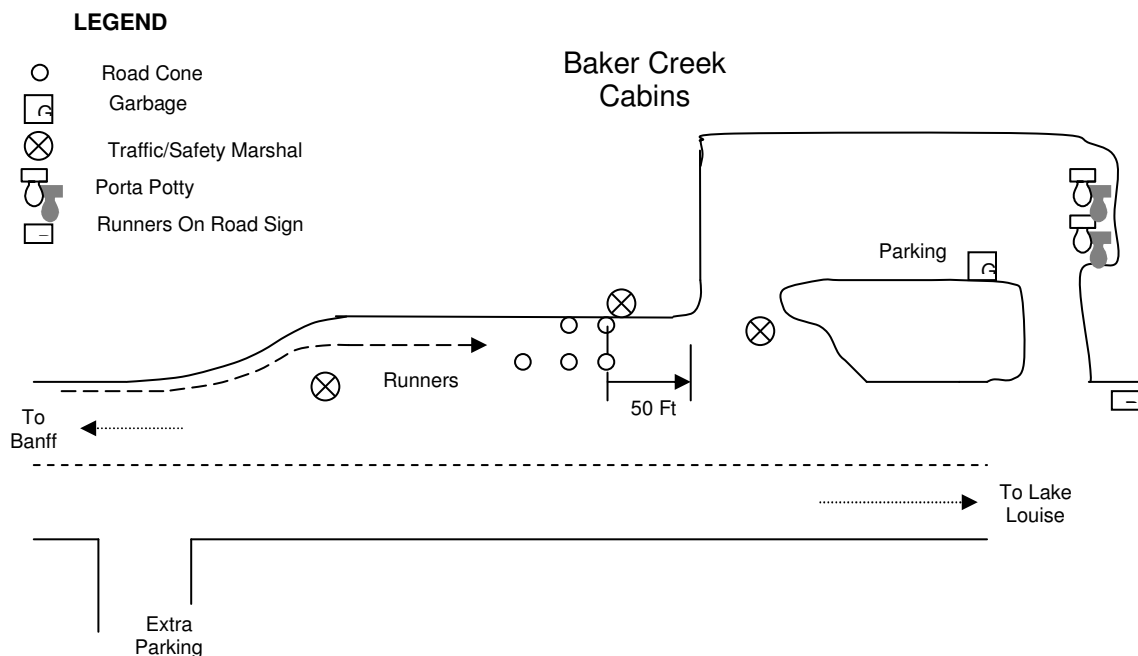
Marshal at other entrance to Baker Creek Cabin parking lot: (1)

Stop traffic to allow runners to pass safely. Monitor parking area to avoid over capacity.

Finish Line / Transition area: (2)

One person monitors finishing Stage S1 runners, directing them through the finish/tag up chutes. Another person announces incoming runners and marshals Stage S2 runners, directing them to stand off to the side to tag up. **Check that all runners are wearing a high visibility vest.**

Stage S1 Finish / Stage S2 Start



HWY 1A / LAKE LOUISE INTERSECTION

Duration: 8:00 to 9:50

All Marshals are to use the Stop/Slow paddles to slow traffic and protect runners. If drivers are obviously tourists and not associated with the race, tell them that there are runners on the road and to please proceed cautiously. Thank them in advance for their courtesy and time.

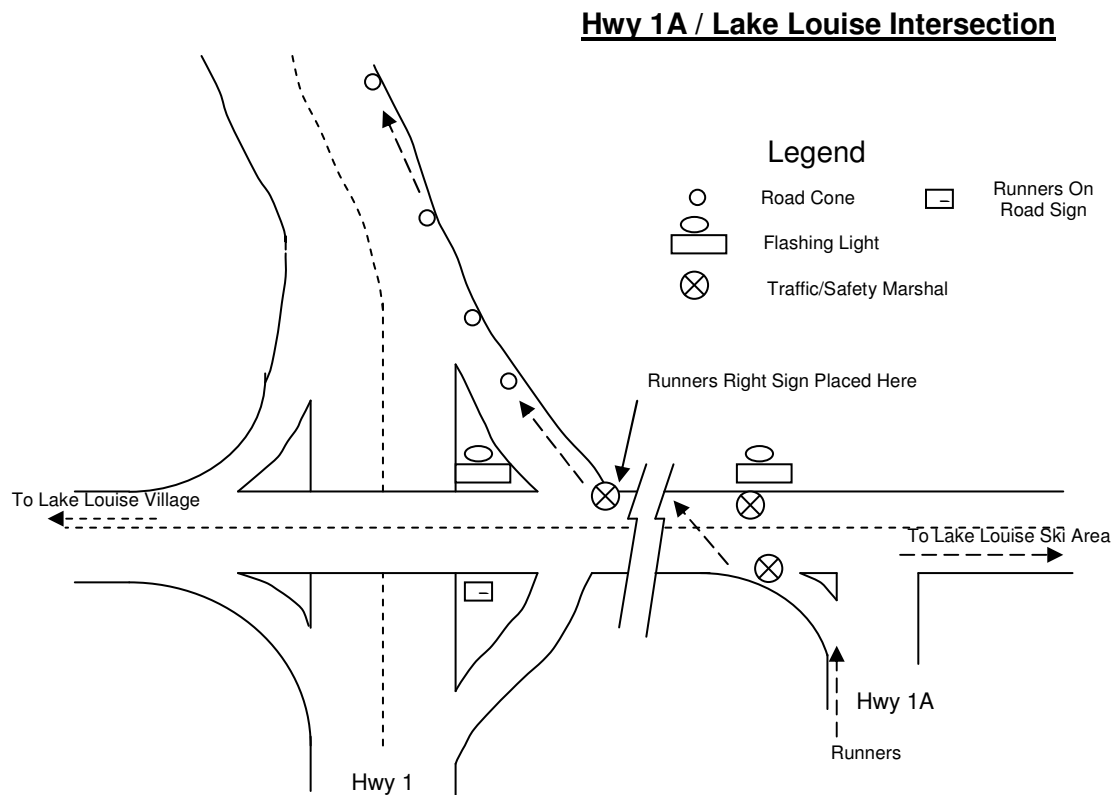
Marshals at junction of Hwy 1A and Lake Louise ski area road: (2)

Stop and/or slow traffic to allow runners to safely cross road. Advise runners to stay on right side and proceed on ramp to Hwy 1.

Marshal at on ramp to Hwy 1: (1)

Slow traffic going down on-ramp. Advise runners to stay on right, inside cones.

Note: The collecting of race equipment will include collecting the cones and signs along Highway 1 to the Highway 93 intersection.



HWY 1 / HWY 93 INTERSECTION

Duration: 8:10 to 10:15

All Marshals are to use the Stop/Slow paddles to slow traffic and protect runners. If drivers are obviously tourists and not associated with the race, tell them that there are runners on the road and to please proceed very cautiously. Thank them in advance for their courtesy and time.

Marshal at off ramp to Hwy 93: (1)

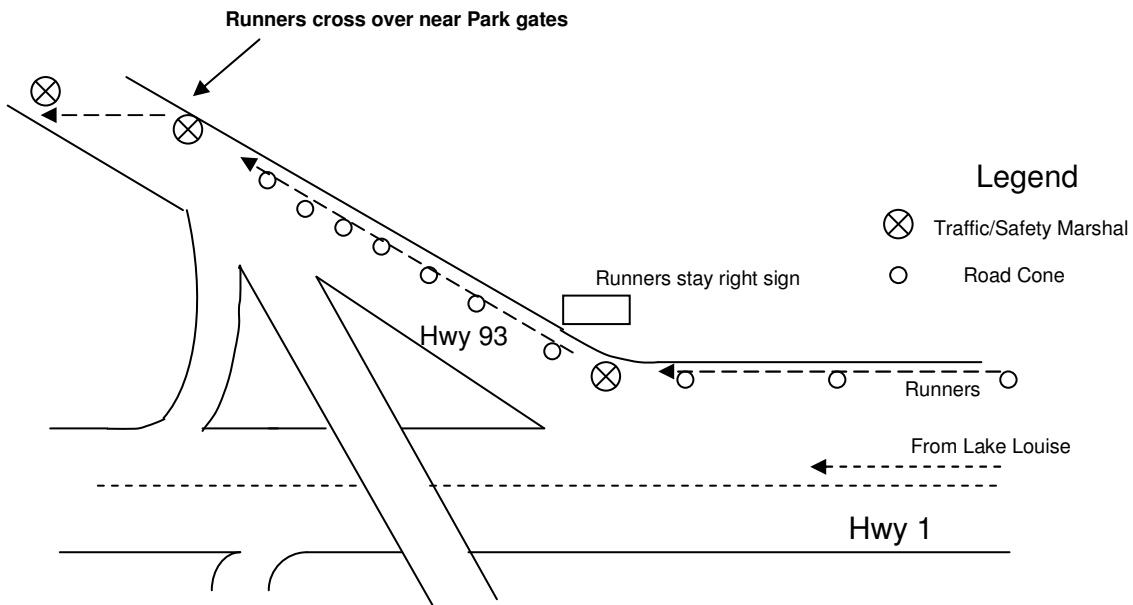
Alert and slow traffic going up the off-ramp. Advise runners to stay on right hand side and inside of cones.

Marshals at Niblock Gate: (2)

Stop and/or slow traffic to allow runners to safely cross road. Advise runners to stay on left side, facing traffic. After the last runner, collect cones, signs, and equipment and place on the shoulder, next to the road. Place garbage in the nearest bear-proof dumpster.

NOTE: 135 cones will be dropped at the Lake Louise on-ramp. These are to be placed every 30 meters along the highway shoulder from the Lake Louise on-ramp to the Highway 93 off-ramp.

Hwy 1 / Hwy 93 Intersection



HERBERT LAKE LOOKOUT STAGES S2/S3 TRANSITION

Duration: 8:45 to 10:40

Marshal at Herbert Lake Lookout: (1)

Stop traffic entering or leaving Lookout area to allow runners to pass safely. When transition area closes, collect garbage and transport to the nearest dumpster.

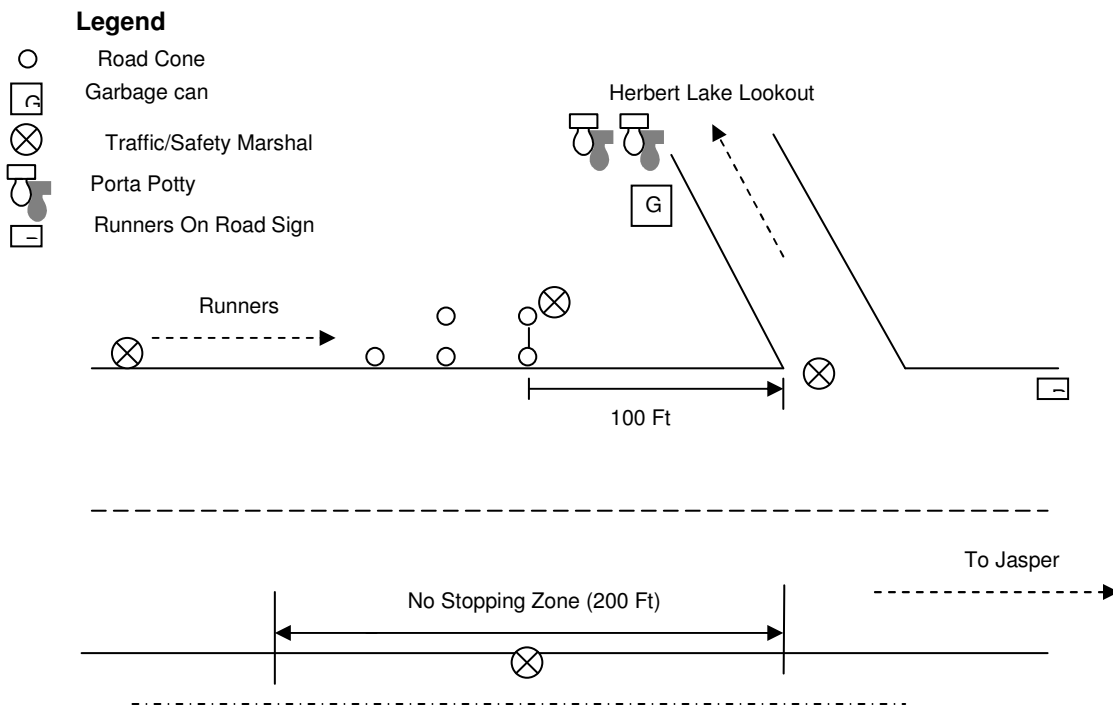
Marshal across road from transition zone: (1)

Enforce the no stopping zone. Encourage support vehicles to park either in the lookout area or just down the road on the shoulder.

Finish Line / Transition area: (2)

One person monitors finishing Stage S2 runners, directing them through the finish/tag up chutes. Another person announces incoming runners and marshals Stage S3 runner, directing them to stand off to the side to tag up. **Check that all runners are wearing a high visibility vest before starting their run.**

Stage S2 Finish / Stage S3 Start



MOSQUITO CREEK CAMPGROUND STAGES S3/S4 TRANSITION

Duration: 9:40 to 12:30

Marshal at campground entrance: (1)

Stop traffic entering or leaving campground to allow runners to pass safely. When transition area closes, collect garbage and transport to the nearest dumpster.

Marshal across road from transition zone: (1)

Enforce the no stopping zone. Encourage support vehicles to park either in the campground area or just down the road on the shoulder.

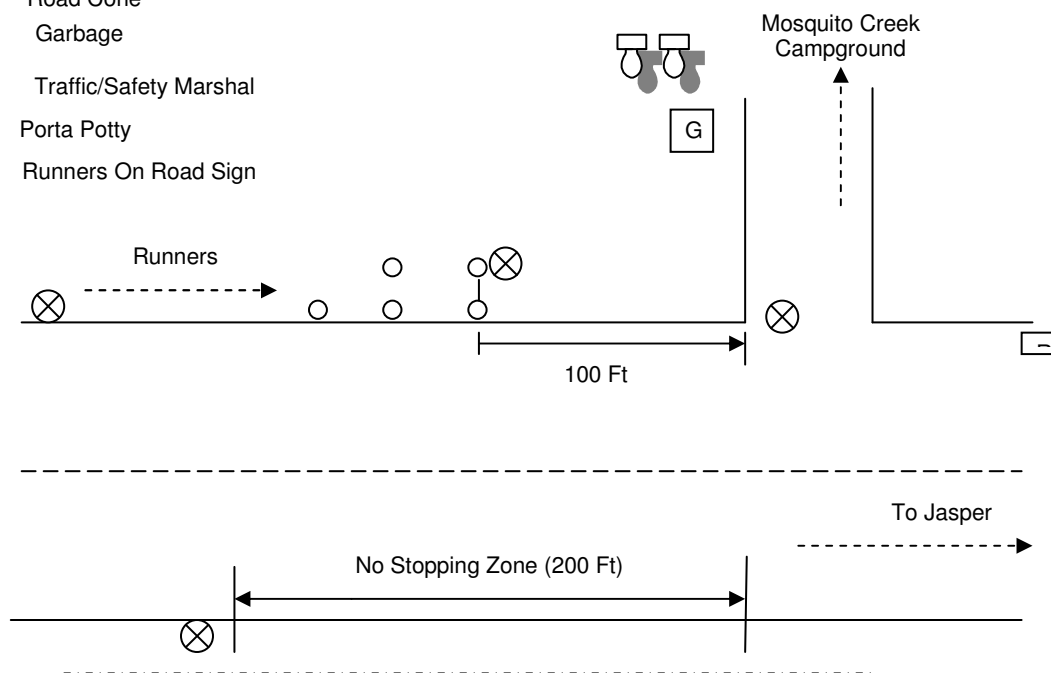
Finish Line / Transition area: (2)

One person monitors finishing Stage S3 runners, directing them through the finish/tag up chutes. Another person announces incoming runners and marshals Stage S4 runners, directing them to stand off to the side to tag up. **Check that all runners are wearing a high visibility vest before starting their run.**

Stage S3 Finish / Stage S4 Start

Legend

- Road Cone
- ☐ Garbage
- ⊗ Traffic/Safety Marshal
- ☐ Porta Potty
- ☐ Runners On Road Sign



BOW SUMMIT CAMPGROUND STAGES S4/S5 TRANSITION

Duration: 11:00 to 14:10

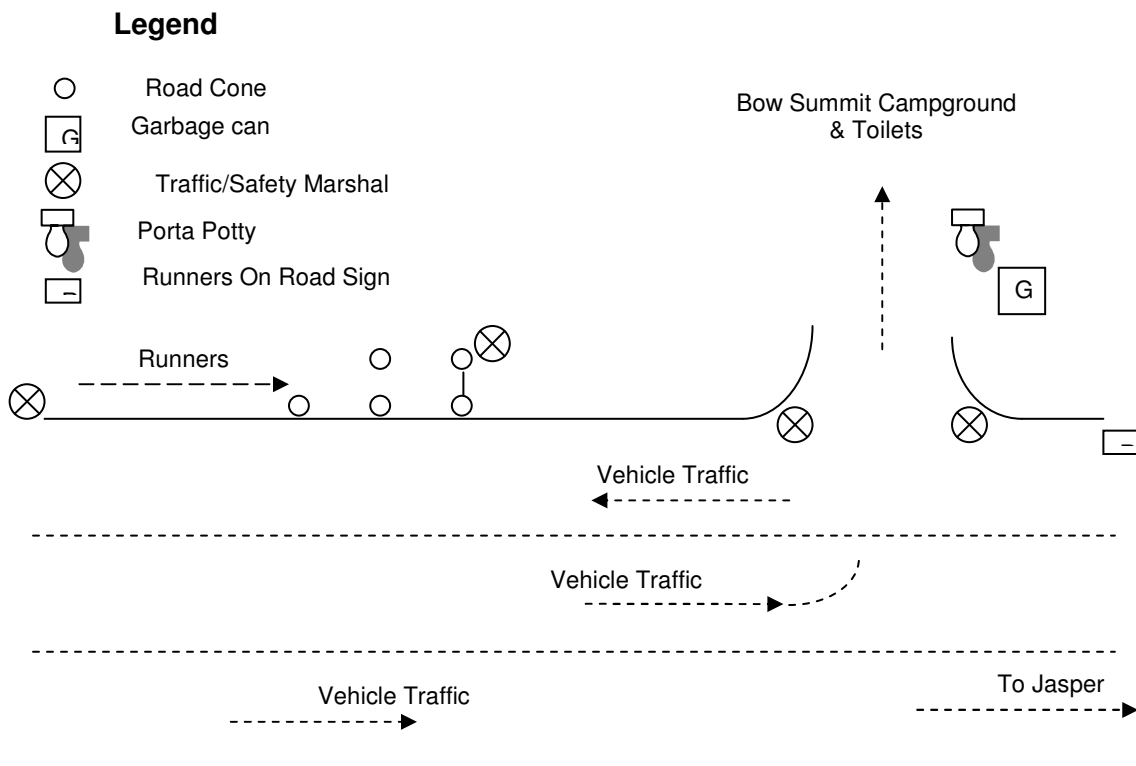
Marshals at Bow Summit entrance: (2)

Stop traffic entering or leaving campground to allow runners to pass safely. When transition area closes, collect garbage and transport to the nearest dumpster.

Finish Line / Transition area: (2)

One person monitors finishing Stage S4 runners, directing them through the finish/tag up chutes. Another person announces incoming runners and marshals Stage S5 runners, directing them to stand off to the side to tag up. **Check that all runners are wearing a high visibility vest..**

Stage S4 Finish / Stage S5 Start



WATERFOWL LAKE VIEW POINT STAGES S5/S6 TRANSITION

Duration: 11:50 to 15:50

Marshal at Waterfowl Lake viewpoint parking area: (1)

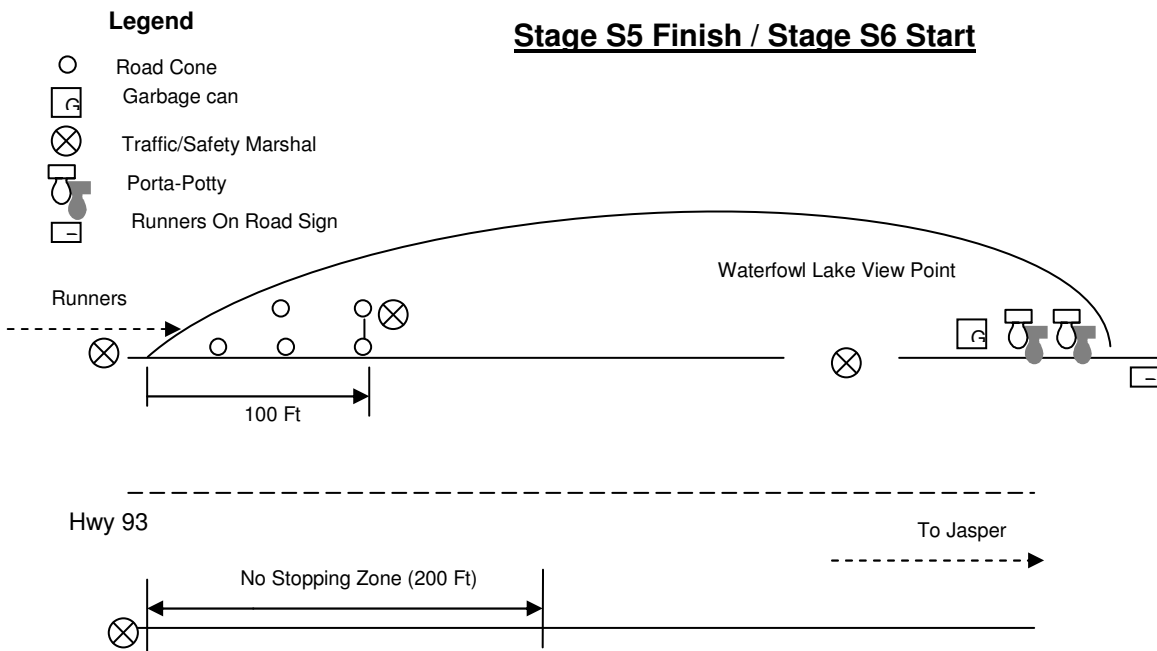
Stop traffic entering or leaving parking area to allow runners to pass safely. When transition area closes, collect garbage and transport to the nearest dumpster.

Marshal across road from transition zone: (1)

Enforce the no stopping zone. Encourage support vehicles to park either in the View Point area or just down the road on the shoulder.

Finish Line / Transition area: (2)

One person monitors finishing Stage S5 runners, directing them through the finish/tag up chutes. Another person announces incoming runners and marshals Stage S6 runners, directing them to stand off to the side to tag up. **Check that all runners are wearing a high visibility vest.**



SASKATCHEWAN RIVER CROSSING STAGE S6 FINISH

Duration: 13:40 to 16:45

The finish area will be set up prior to the arrival of the finish line volunteers. There are 4 lanes of traffic at this point due to the Crossing. Be extra careful crossing the road yourselves and when helping the brain oxygen deprived runners to do so.

Marshal just ahead of the finish line: (1)

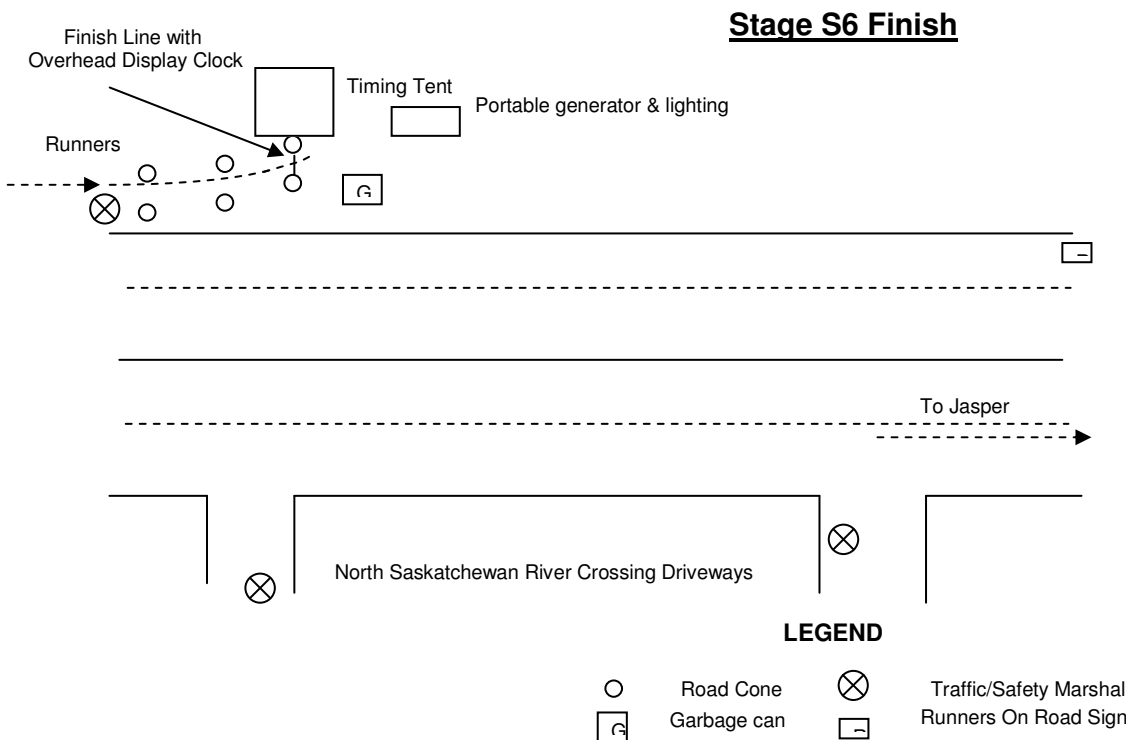
Direct approaching runners into the finish chutes. Caution them about the footing as they depart the road and enter the chutes.

Marshals at entrance/exits from The Crossing: (2)

One person at each entrance to slow cars down and direct them to the appropriate parking area.

Timing Crew: (4)

Timing Director will train two people to operate the display clock and Chronomix timer (two people), recording each runner's finish time and place. One person will be manually recording, in order, each runner's finishing number. One of these last two people will occasionally take results and fax them to Timing Director at the finish line in Jasper, using a fax machine in office at The Crossing.



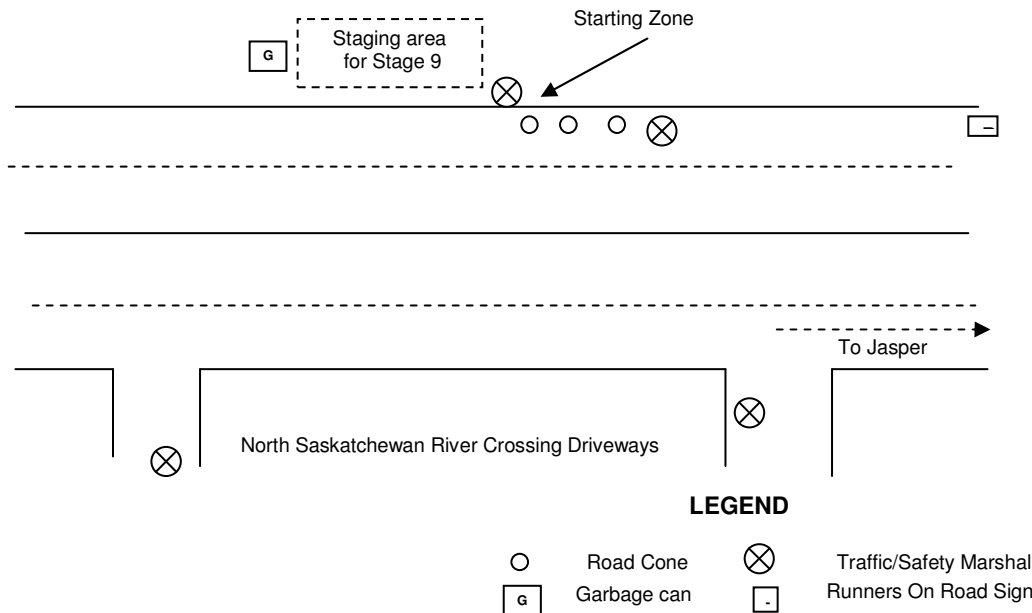
SASKATCHEWAN RIVER CROSSING STAGE N7 START

Duration: 6:30 to 7:15

Marshals at Start line: (2)

Assist the Timing Director in starting the. Call runners to the start line no later than 6:45 AM. Set up two cones on either side of start line. Send runners off at exactly 7:00 AM. A verbal "Ready, Set, Go" is sufficient. **Check that all runners are wearing a high visibility vest.** When runners have all started, marshals can then assist in setting up the Stage 6 finish line area.

Stage N7 Start



NORMAN CREEK STAGES N7/N8 TRANSITION

Duration: 7:30 to 8:50

Marshal at Norman Creek parking area: (1)

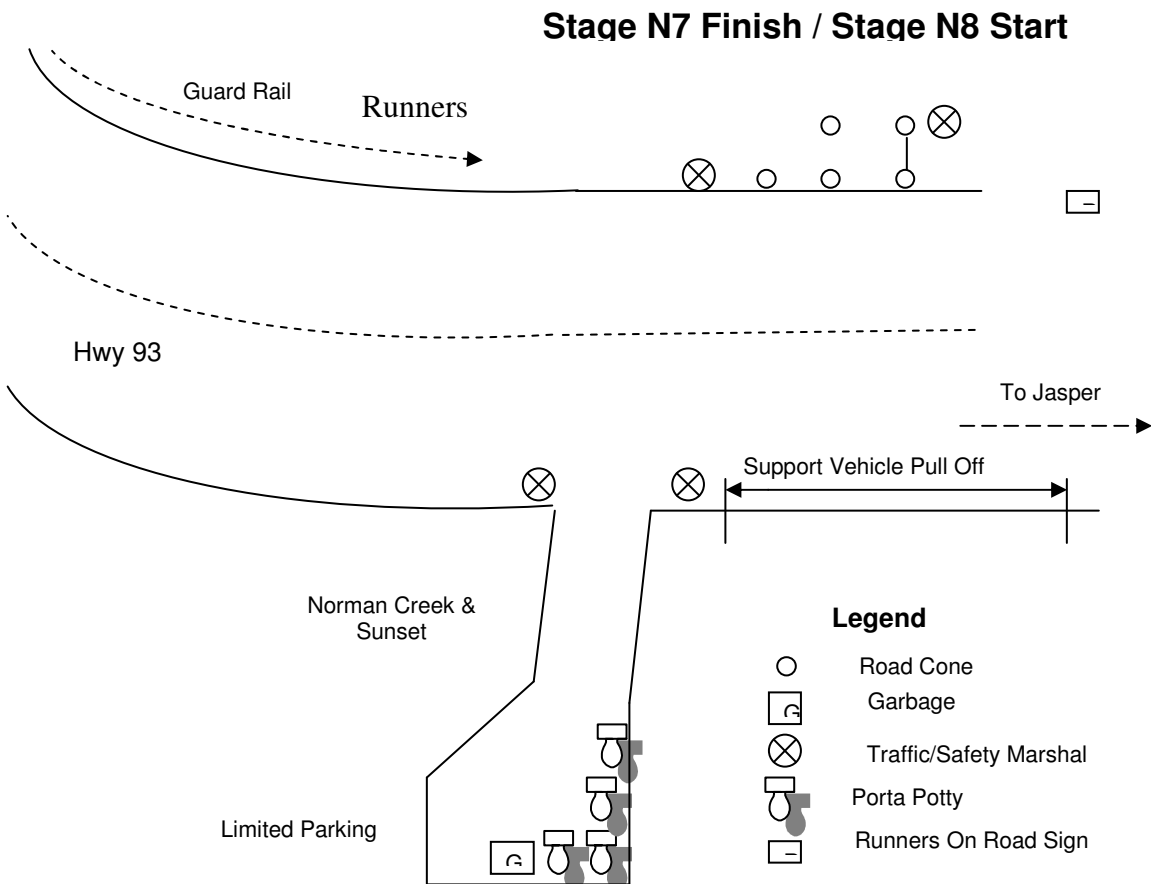
Stop traffic entering parking area as soon as it fills up. This will be fairly soon after the 7 AM start. Advise support vehicles to park further down the highway on the shoulder. When transition area closes, collect garbage and transport to the nearest dumpster.

Marshal across road from transition zone: (1)

Slow traffic down and advise support vehicles to park further down the road on the shoulder.

Finish Line / Transition area: (2)

One person monitors finishing Stage N7 runners directing them through the finish/tag up chutes. Another person announces incoming runners and marshals Stage 9 runner directing them to stand off to the side to tag up. **Check that all runners are wearing a high visibility vest before starting their run.**



BIG BEND STAGES N8/N9 TRANSITION

Duration: 8:45 to 10:50

There is an additional task here to place cones to define a safe running lane for the runners going up the hill on Stage 9.

Marshal at Big Bend Pull off area: (3)

Stop traffic entering or leaving pull off area to allow runners to pass safely. When transition area closes, collect garbage and transport to the nearest dumpster.

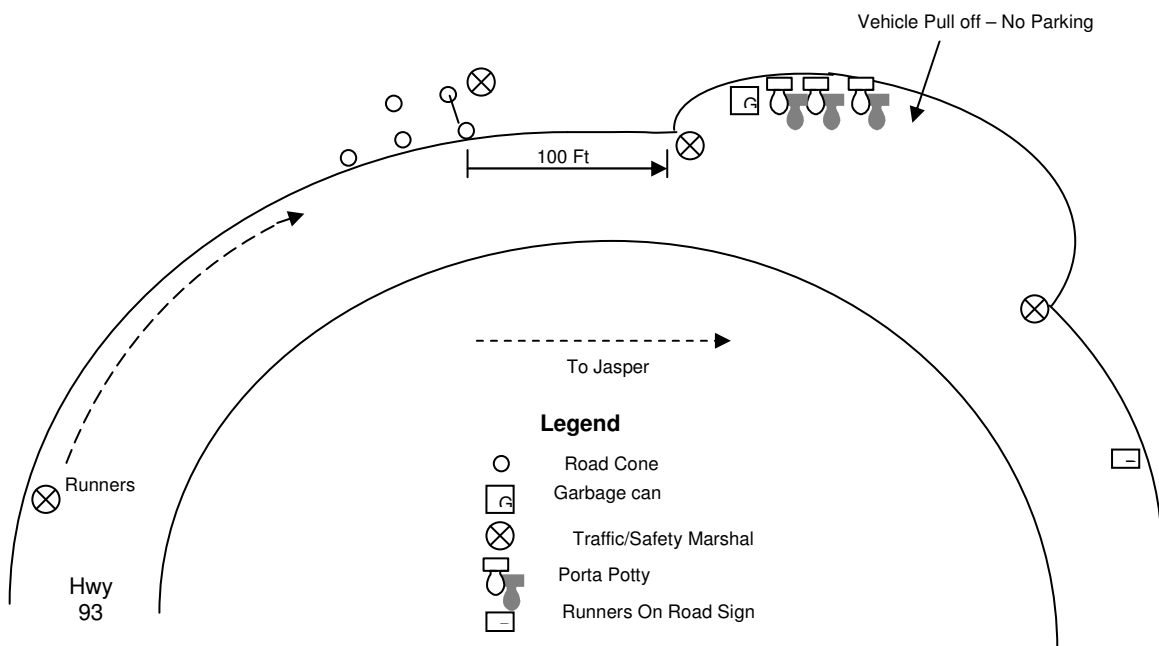
Marshal across road from transition zone: (1)

Advise support vehicles to pull off to right side of road. Direct traffic as required. When transition area closes in addition to packing your station equipment, don't forget to collect the cones from the left side of road up the hill from the transition zone.

Finish Line / Transition area: (2)

One person monitors finishing Stage N8 runners, directing them through the finish/tag up chutes. Another person announces incoming runners and marshals Stage N9 runners, directing them to stand off to the side to tag up. **Check that all runners are wearing a high visibility vest before starting their run..**

Stage N8 Finish / Stage N9 Start



ICE FIELD INFO CENTRE STAGES N9/N10 TRANSITION

Duration: 9:35 to 12:00

Marshal at Info Centre driveway: (1)

Slow traffic entering and leaving driveway. Advise tourists of race in progress. When transition area closes, collect garbage and transport to the nearest dumpster.

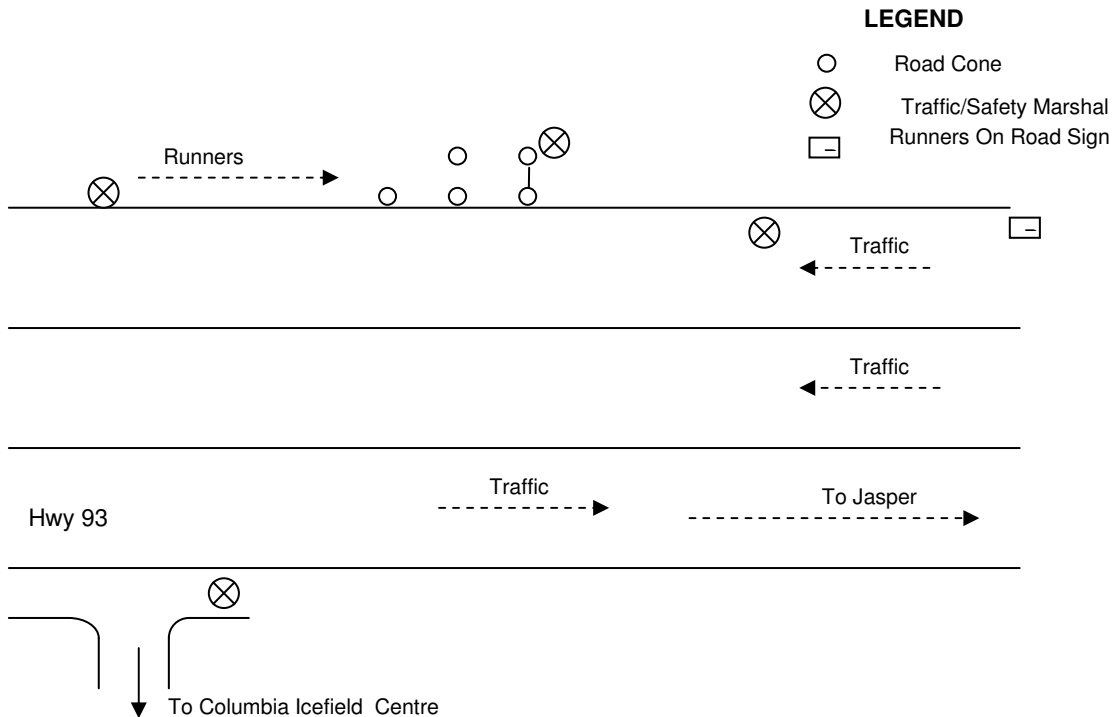
Marshal down the road from transition zone: (1)

Slow traffic coming up the hill and advise them of runners on the road.

Finish Line / Transition area: (2)

One person monitors finishing Stage N9 runners, directing them through the finish/tag up chutes. Another person announces incoming runners and marshals Stage N10 runners, directing them to stand off to the side to tag up. **Check that all runners are wearing a high visibility vest before starting their run.**

Stage N9 Finish / Stage N10



BEAUTY CREEK HOSTEL STAGES N10/N11 TRANSITION

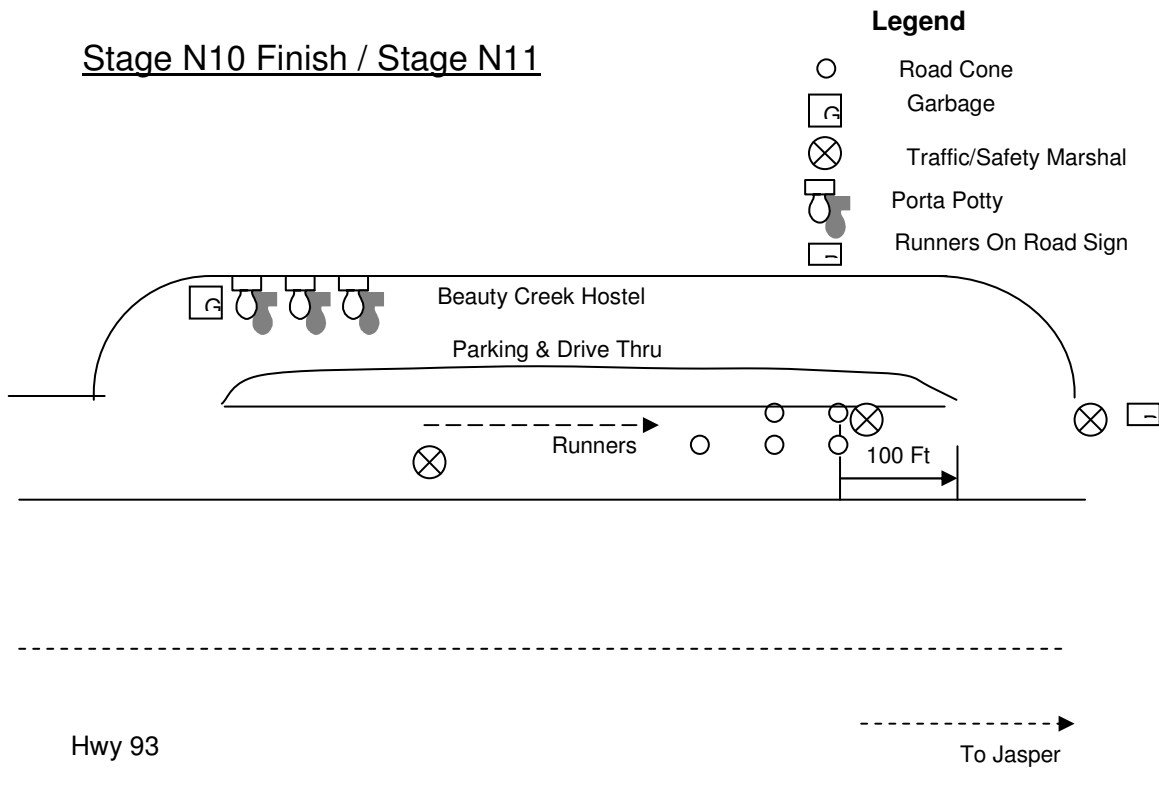
Duration: 11:15 to 13:40

Marshal at Beauty Creek Hostel parking area: (1)

Stop traffic entering or leaving parking area to allow runners to pass safely. When transition area closes, collect garbage and transport to the nearest dumpster.

Finish Line / Transition area: (2)

One person monitors finishing Stage N10 runners, directing them through the finish/tag up chutes. Another person announces incoming runners and marshals Stage N11 runners, directing them to stand off to the side to tag up. **Check that all runners are wearing a high visibility vest.** When transition zone closes, collect cones and signs and stack by porta-potties for pickup.



ENDLESS CHAIN RIDGE ROAD STAGES N11/N12 TRANSITION

Duration: 12:00 to 15:30

Important Note: This exchange is not at a signed pull off of any sort. It is simply the side of the road *3.2 km north of the Warden Station driveway*. It is marked with a white line on the side of the road. The porta potties should be in place and help locate the Stage Transition position.

Marshal at Endless Chain Ridge Road: (1)

Stop traffic entering or leaving road area to allow runners to pass safely. When transition area closes, collect garbage and transport to the nearest dumpster.

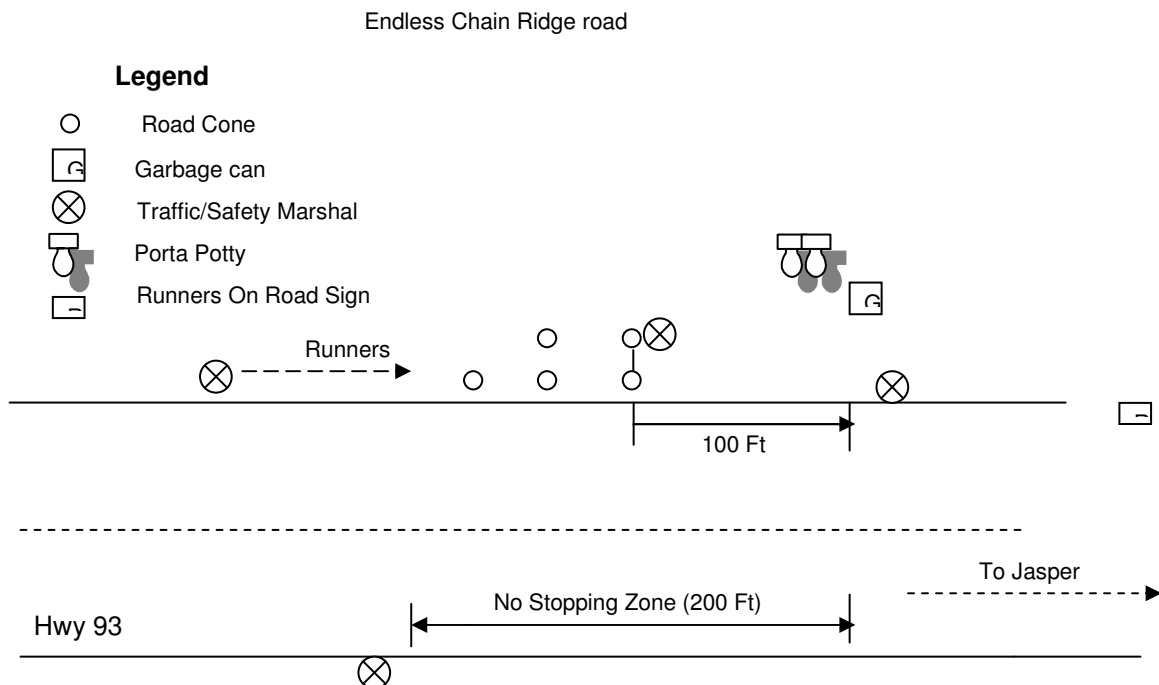
Marshal across road from transition zone: (1)

Enforce the no stopping zone. Encourage support vehicles to park either on the Endless Chain Ridge road or just down the road on the shoulder.

Finish Line / Transition area: (2)

One person monitors finishing Stage N11 runners, directing them through the finish/tag up chutes. Another person announces incoming runners and marshals Stage N12 runners, directing them to stand off to the side to tag up. **Check that all runners are wearing a high visibility vest.**

Stage N11 Finish / Stage N12



BUCK LAKE/OSPREY LAKE ROAD STAGES N12/N13 TRANSITION

Duration: 13:10 to 17:00

Marshal at Buck/Osprey Lake parking area: (1)

Slow traffic entering or leaving parking area to allow cars to park safely. When transition area closes, collect garbage and transport to the nearest dumpster.

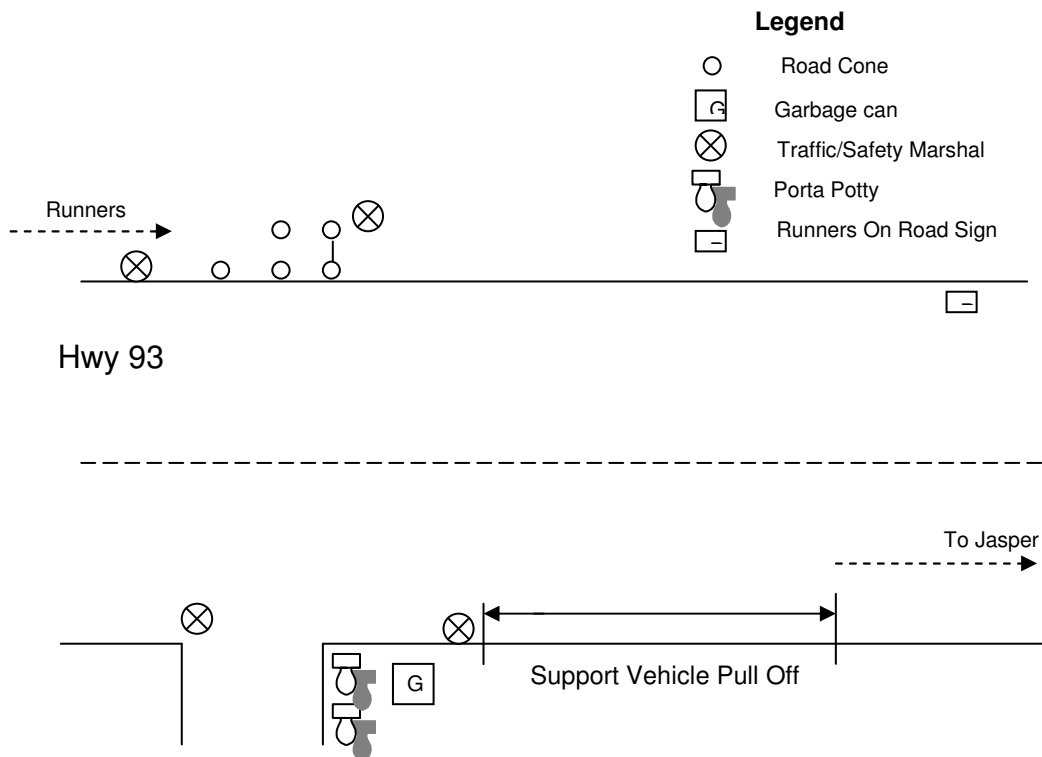
Marshal across road from transition zone: (1)

Slow traffic and direct support vehicles to park on the shoulder of the road.

Finish Line / Transition area: (2)

One person monitors finishing Stage N12 runners, directing them through the finish/tag up chutes. Another person announces incoming runners and marshals Stage N13 runners, directing them to stand off to the side to tag up. **Check that all runners are wearing a high visibility vest.**

Stage N12 Finish / Stage N13 Start



MT KERKESLIN LOOKOUT (south of) STAGES N13/N14 TRANSITION

Duration: 14:45 to 18:50

Marshal south of Mt Kerskelin Lookout: (1)

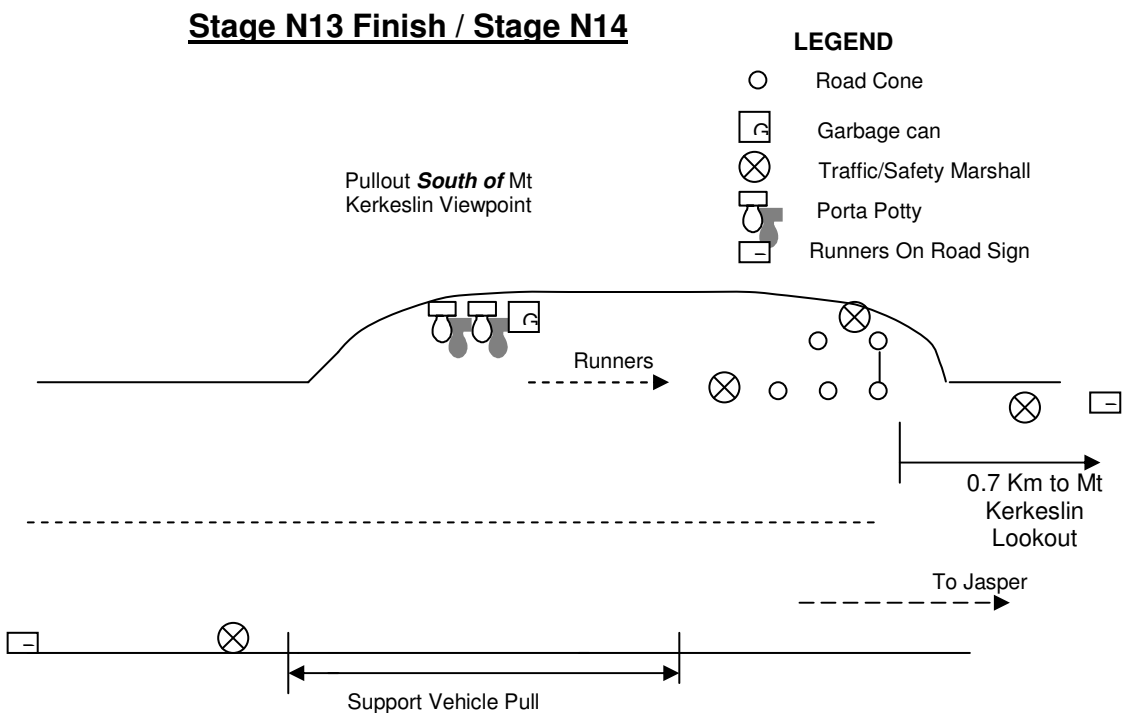
Slow traffic entering or leaving parking area to allow runners to pass safely. When transition area closes, collect garbage and transport to the nearest dumpster.

Marshal across road from transition zone: (1)

Slow traffic and direct support vehicles to park on the shoulder of the road.

Finish Line / Transition area: (2)

One person monitors finishing Stage N13 runners, directing them through the finish/tag up chutes. Another person announces incoming runners and marshals Stage N14 runners, directing them to stand off to the side to tag up. **Check that all runners are wearing a high visibility vest before starting their run.**



ATHABASCA RIVER RAFT LANDING STAGES N14/N15 TRANSITION

Duration: 15:45 to 20:15

Marshal at Athabasca River Raft Landing area: (1)

Slow traffic (**race officials only**) entering or leaving parking area to allow runners to pass safely. When transition area closes, collect garbage and transport to the nearest dumpster.

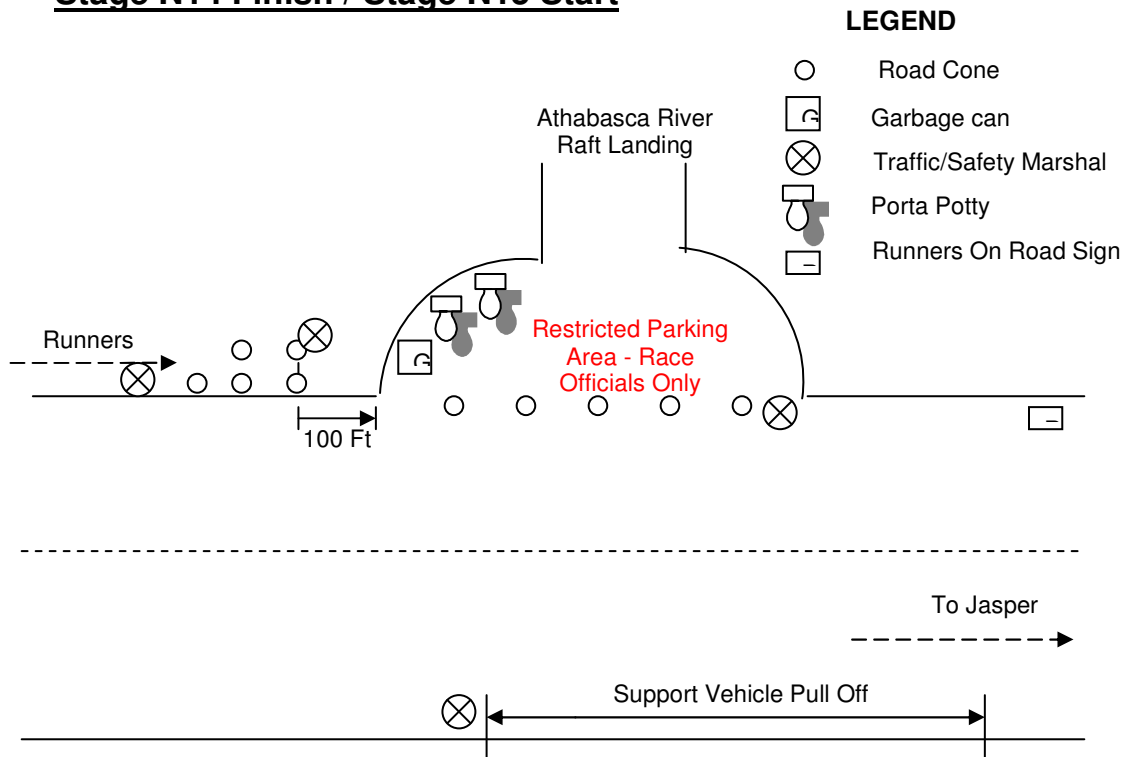
Marshal across road from transition zone: (1)

Slow traffic and direct **all** support vehicles to park on the right shoulder of the road.

Finish Line / Transition area: (2)

One person monitors finishing Stage N14 runners, directing them through the finish/tag up chutes. Another person announces incoming runners and marshals Stage N15 runners, directing them to stand off to the side to tag up. **Check that all runners are wearing a high visibility vest before starting their run.**

Stage N14 Finish / Stage N15 Start

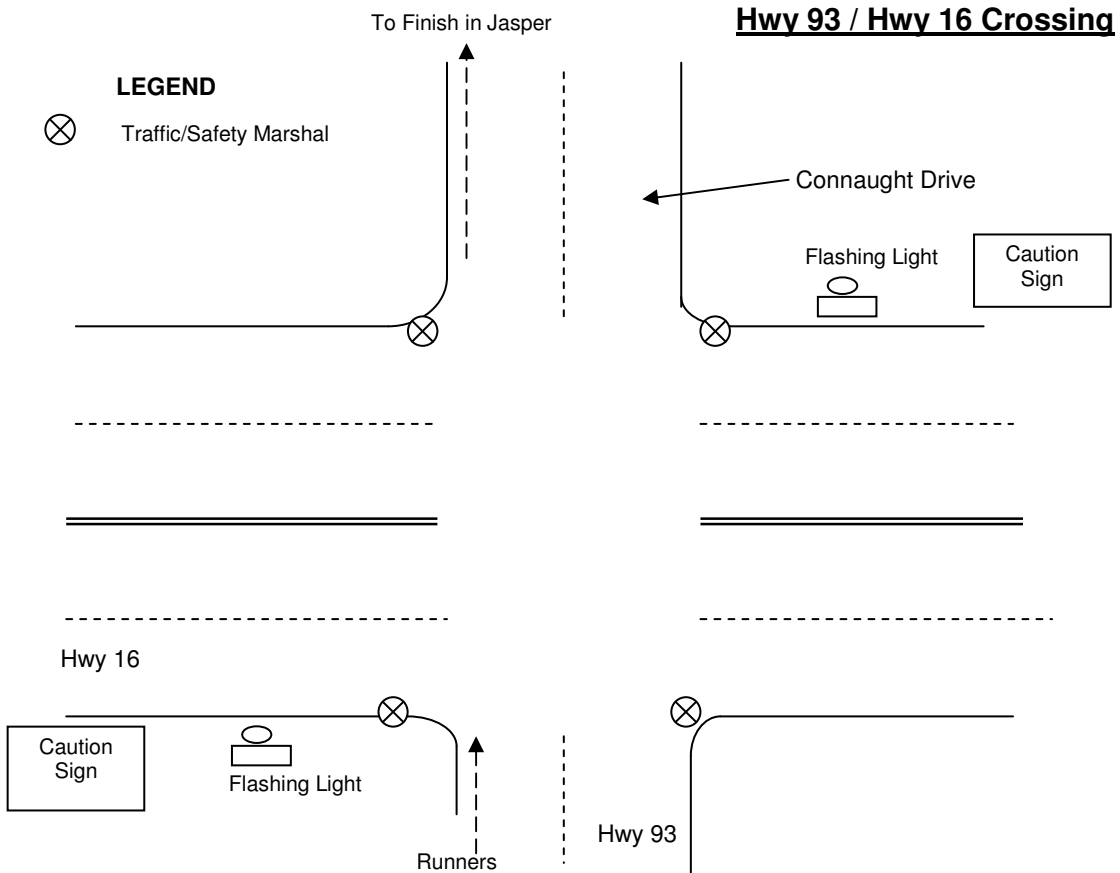


HWY 93 / HWY 16 INTERSECTION CROSSING

Duration: 17:00 to 20:20

Marshals at intersection corners: (4)

Work under the direction of an RCMP officer who will be there until approximately 8 PM. Stop or slow cars as directed to allow runners to cross safely. After 8 PM, the RCMP officer will be gone and the marshals will direct the runners to obey the traffic signals and only cross when the light is green in their direction.

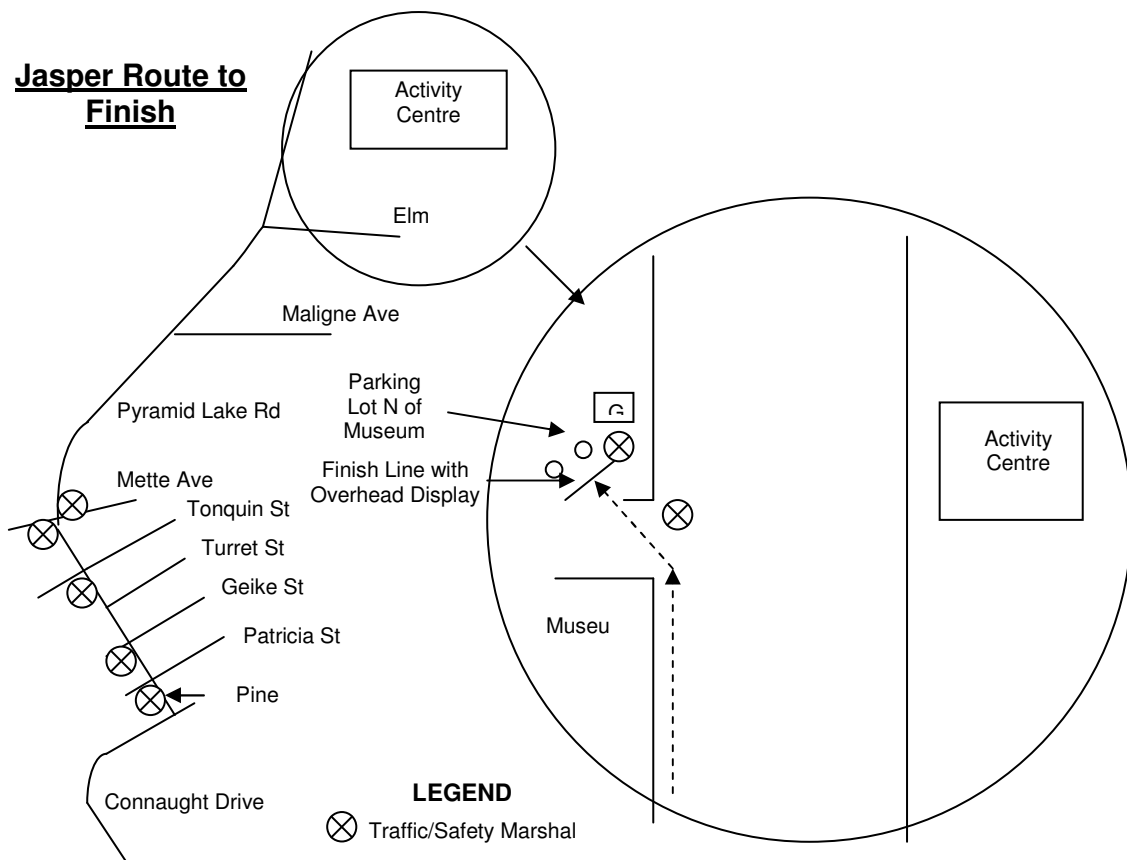


ENTRANCE ROAD TO JASPER

Duration: 17:00 to 20:40

Marshals at road crossing into Jasper: (5)

There are numerous road crossings on Pine Ave and Pyramid Lake Road where runners need to be protected from traffic. Stop or slow traffic as required allowing runners to pass safely. The most dangerous intersections are those where cars will be turning right, into oncoming runners. The driver's attention will be on traffic to his left and not on runners approaching from the right. The intersection at Pine Ave and Mette Ave is large and confusing, so extra attention is required here.



FINISH LINE IN JASPER

Duration: 17:00 to 20:40

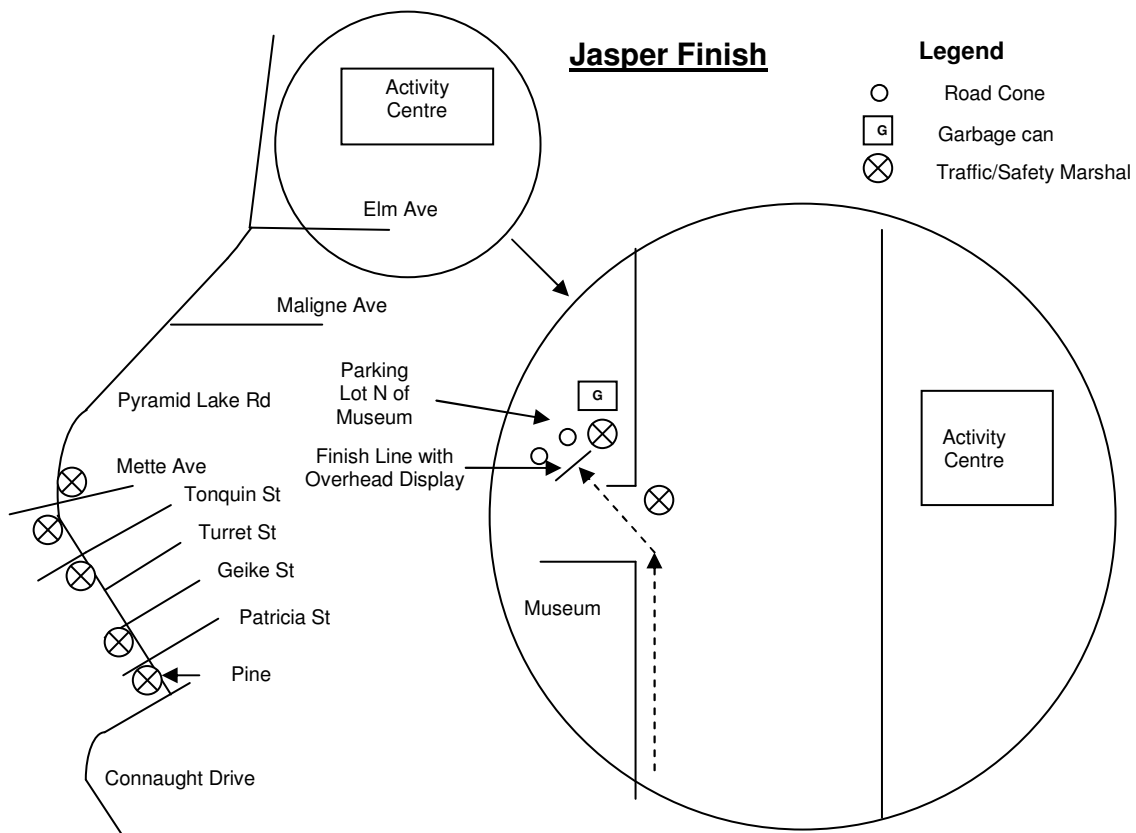
The finish area will be set up prior to the arrival of the finish line volunteers. A display clock and finish cones will be set up just inside the parking lot north of the Jasper Museum across from the Activity Centre on Pyramid Lake Road.

Marshal Just Ahead Of Finish Line: (1)

Direct approaching runners into the finish chutes. Caution them about the curb as they leave the road and enter the parking area.

Timing Crew: (4)

Timing Director will train this crew. In general, they will operate the display clock and Chronomix timer (two people), recording each runner's finish time and place. One person will tear off bib tags, keeping them in finishing order. As a backup, another person will be manually recording, in order, each runner's finishing number. Once the last runner has arrived, the equipment is to be dismantled and packed away.



JASPER TOWNSITE MAP



MOBILE RADIO OPERATORS

Course Closers: (2)

There will be a one Course Closer assigned for the south and north phase. The Course Closer will follow the last runner from the start of each phase through to the finish line. As you pass course marshals you will inform them to pack up the equipment and that they are done with that location. On Stages S1 and S2 there are areas where you will not be able to follow the runners, so you will work in tandem with a sweep cyclist. You will also communicate any environmental or medical issues through the radio operators attached to the race directors.

1 Mile Call Out: (1)

The one mile call out will be needed on Stages S1 and S2. This is the standard task of calling in the bib numbers from the 1 Mile Out position to the exchange point. On a tote board, the receiver will write down, in the sequence they are received, the bib number and time. This is done only on Stages S1 and S2 where runners are not supported by their team.

Race Director Communication Support: (2)

There will be a race director on both phases of the course, moving along with the mid-pack. A radio operator will travel with the director to be his/her ears on the course.

Repeaters: (2)

You will position yourself at points to ensure communication can be provided through out the course.

EMS Units

You can base the duration of time needed for your phase of the race from previous experience and knowledge. The duration quoted is the start and ending times of the relay.

EMS Units South Phase: (2)

Duration: 7:00 to 17:00

You will position yourself in the mid pack of runners to ensure medical service can be provided through out the southern phase of the race on a timely basis.

EMS Units North Phase: (2)

Duration: 7:00 to 21:00

You will position yourself in the mid pack of runners to ensure medical service can be provided through out the northern phase of the race on a timely basis.

MEDICAL PROTOCOL / PROCEDURES

Overview:

Although everything possible has been done to ensure runner and volunteer safety, incidents may arise that require prompt medical attention. The effects of inclement weather can range from hypothermia to heat exhaustion. Encounters with traffic are a possibility and also, encounters with hostile wild life may occur. Volunteers should give whatever assistance is required, recognizing that trained medical personnel are available somewhere on the course.

Communications:

The main principle that race officials and volunteers must adhere to is to communicate any medical emergencies as quickly as possible to the EMS teams that are patrolling the course. The Banff EMS is handling the South Section and the Jasper EMS is handling the North Section. Communication is achieved by contacting one of the ham radio operators patrolling the course and advising them of the situation. They will notify the appropriate EMS organization and also notify the Race Director. Cell phones are not a reliable means of contacting officials for most of the course.

Media Relations:

Any questions arising from a medical incident should be referred to the Race Director. Volunteers should in no case try to answer questions from the media or from spectators. In too many cases, a distorted impression may be obtained. The Race Director, after consultation with EMS personnel, should be in the best position to answer questions. The Race Director, EMS personnel and other officials will have contact phone numbers for all runners and team captains, and will be able to pass on any information to the concerned parties.

Reporting an Incident:

An incident report (form attached) should be filled out after every medical emergency, as soon as possible after the incident, while details are still fresh in mind.

VOLUNTEER TIMING PLANNING CHART

Volunteer's Planning Chart										
Distance From Start Points	Exchange/Traffic Control Position	Location	Volunteers Arrive	First Runner	Last Runner	Forced Start	End Cleanup	Transit KMs	Travel Time	Volunteer Team #
0.0	Start	Castle Mountain Village	6:30	7:00 Start	8:36	8:20	7:15			
14.9	S1/S2 Transition	Baker Creek Cabins	7:33	8:05	8:36	8:20	8:40			
23.8	Hwy 1A-LL Road	Lake Louise ski road	8:00	8:41	9:20		9:50			
26.4	Hwy 1-Hwy 93	Icefield Parkway Intersection	8:10	8:52	9:37		10:15			
32.6	S2/S3 Transition	Herbert Lake Lookout	8:45	9:18	10:20	10:10	10:40			
53.2	S3/S4 Transition	Mosquito Creek Camp	9:38	10:47	12:24	12:15	12:30			
69.8	S4/S5 Transition	Bow Summit	10:59	11:59	14:03	13:30	14:10			
87.3	S5/S6 Transition	Waterfowl Lake	11:47	13:16	15:38	14:30	15:50			
105.6	South Finish	Sask River Crossing - Finish	13:40	14:35	16:25		16:45			
0.0	Start	Sask River Crossing Start	6:30	7:00 Start			7:15			
16.4	N7/N8 Transition	Norman Creek Trailhead	7:30	8:08	8:42	8:30	8:50			
34.0	N8/N9 Transition	Big Bend	8:45	9:25	10:19	10:10	10:50			
49.8	N9/N10 Transition	Columbia Icefield	9:35	10:35	11:54	11:40	12:00			
66.9	N10/N11 Transition	Beauty Creek Hostel	11:15	11:50	13:33	13:10	13:40			
84.2	N11/N12 Transition	Endless Chain Ridge Rd	11:57	13:01	15:19	15:10	15:30			
100.3	N12/N13 Transition	Buck Lake Turnoff	13:07	14:09	16:50	16:40	17:00			
114.3	N13/N14 Transition	Before Mt Kerkesein View	14:43	15:12	18:41	17:30	18:50			
133.7	N14/N15 Transition	Athabaska Raft Landing	15:45	16:36	20:05	18:30	20:15			
151.2	Hwy 16 Xing	Hwy 16 and 93 Intersection	17:00	17:52	20:18		20:20			
153.4	North Finish	Jasper Activity Centre	17:00	18:02	20:32		20:40			
Notes: Assume at least 30 minutes for setup										
Use last three columns to plan your transit time if you are working more than one station										
You may need more than one vehicle for you crew if you need to leave before the last runner is in										

22-Nov-09