

FIRST AID INSTRUCTIONS

- Each aid station has a full first aid kit, an ice chest, a Red Cross-certified First Aid provider with a cell phone, an Amateur Radio Emergency Society (ARES) HAM radio operator, and an extra vehicle for transport back to the finish.
- If a runner goes down, call 9-1-1 immediately
- Call the hotline and inform the race director
- Render aid for non-emergencies:
 - Warm chilled runners. Provide warm fluids
 - Cool overheated runners. Provide cold fluids
- Transport runners unable to continue by car back to the finish
- Wear gloves when rendering first aid
- Render lifesaving and first-aid immediately

AID STATION INSTRUCTIONS

On Saturday, May 2, the day before the race, attend the mandatory meeting at 12:30 PM at (enter location, address, and phone number). There, you pick up:

- 1 first-aid kit, 1 first-aid triage instructions, 2 to 4 5-gallon water coolers, 1 folding table, a bin with food server gloves, Powerade, HEED and Ultima concentrate (one pack makes 5 gallons), 1 stir-stick, 2 plastic pitchers, packs of paper cups, 5 30-gallon trash bags, course maps, spectator's guides, 1 rake, safety vest, and volunteer t-shirts.

On race day after 7 AM, we deliver to you: (describe food & beverages provided).

How to prepare: Bring your water coolers filled with cold water. Bring a filled ice chest, folding chairs, music boxes (only at non-residential locations). Dress appropriately for cold or hot weather. Bring gloves and a hat if needed.

How to set up: Thoroughly read the permit at (enter race website). We must comply with the permit; no exceptions.

- The start line is open from (enter times). Your first volunteer **must** arrive by X:XX AM, followed by others, to set up your table, mix HEED and Ultima, and pour at least 400 cups of water and 400 cups of athletic drink before the first runners come to your station. Continue pouring water and athletic drink throughout the course of the race. Mix one container of concentrate per 5-gal jug of water. Fill cups only $\frac{3}{4}$ to avoid spillage at the handoff.
- Set up the table 10 feet off to the west side of the trail so it doesn't interfere with traffic. Stand between the table and trail. Do not stand in the trail. You may offer additional snacks in paper cups.
- Volunteers at water stations at intersections also act as course marshals, unless a course marshal is already assigned. See course marshal instructions below. The trail is open to the public during the race. Be courteous to all trail users.
- Hand off the athletic drink first, then plain water. Hold the cup out, but don't block the path of the runners. As runners approach, tell them what you're handing out. Athletic drink should come first, then the water. "PowerAde then water!" is the call, meaning you have the athletic drink, and the volunteers after you have water. Lead runners with the cup; swing your arm as they reach for the cup, so they don't smack it out of your hand.
- Keep your area clear of discarded cups, but wait until no runners are approaching before you pick up cups. Runners are accustomed to running over cups. Please clean up all trash both up and down the trail from your table.
- Cheer on the runners! Encourage them, keep them motivated, and tell them your mileage (see **Welcome Letter**).
- After the last runner passes shut down. Dump unused water. You can leave any leftover drinks in the coolers or jugs.
- Please return to (enter location) with the table, the coolers, the first-aid kits, and any other leftover supplies.
- Our hotline is (enter phone number). Call in at 6:00 AM and 6:55 AM to hear the start and set your watch. Call the hotline if you need help and when the first and last runners pass your checkpoint. Call **9-1-1** in case of emergency,

Communications: Cell phones work along most of the course. Ham radio operators are at each station with full-course contact.

COURSE MARSHAL INSTRUCTIONS

- Go to your position by 5:15 AM to set up (t-shirts, map, safety vest, spectator's guide).
- Be there before the first runner arrives (enter the reporting time for each specific location).
- Never impede or slow the progress of the runners, but SAFETY IS TOP PRIORITY! At crossings, be assertive about stopping cars to let runners pass. Wait for a sufficient gap between runners before you wave a car through. When in doubt about an approaching runner's speed, hold traffic. Thank the drivers for their patience with a smile and wave.
- Point runners in the right direction. If you're at (enter location(s)), where runners may be confused about which way to turn, holler loudly and point clearly as the runners approach – tell them which way to go.
- Maintain good relations with neighbors, strollers, bicyclists, and other trail users.
- Cheer on the runners! Encourage them, keep them motivated, and tell them your mileage (see **Welcome Letter**).
- After the last runner passes, return to (enter location). Call for a ride if you need one. Please return any equipment.

PARKING

(Enter parking instructions for all appropriate areas.)

THANK YOU FOR VOLUNTEERING!