



Checkpoint / Traffic Volunteers

Supplies:

- High Visibility Safety Vest/Apparel for each person. *Minimum two (2) per check.*
- Fire extinguisher or other fire suppression tool
- Two or three felt markers / “Sharpies” for each person or punches x (3) per check.

The use of different colored markers to mark the back of the tags or the use of different types of punches at each checkpoint is mandatory.

- pen and paper log forms for any notes you need to take
- Working communications to the base area:

In cell service --- Ensure a fully charged cell phone and the same for the main point of contact at the base. Note: ‘Base’ key contact numbers to be saved into phones during volunteers meeting. *Recommend providing a handout of contact information with the names and numbers of key roles during the volunteers meeting.*

If no cell service --- One (1) radio/walkie talkie per check point, base / first aid contact. Channels are to be pre-set.

Recommend providing a handout of contact information with the names and numbers of key roles during the volunteers meeting.

- Have two (2) flats of bottled water and recommend having some energy bars.
- Recommend having a shelter i.e. awning, pop ups (if possible), or umbrellas if rain is in forecast. If extremely hot and no shade is available, a shelter is recommended.

Setup:

- Make sure the *Check Ahead / Road Crossing Ahead* sign is up the trail a ways, and the *Check Point/Road Crossing* main sign is near you. Volunteer checkers **MUST** ensure the trail after the post is clearly marked for racers to continue. Have ribbon, arrows and a stapler in case the course needs to change due to weather or safety.



During the Race:

- Volunteers **MUST NOT** leave their post until the final club sweeper passes through. Volunteers **MUST** have a replacement before leaving their post if they need to leave early.
- **Always relay help or first-aid requests back through the central coordinator first**, who will dispatch first-aid or extra volunteers as needed. Only if the central coordinator is NOT reachable should you try and contact first-aid or other help directly.
- Write down any important notes like racers with lost tags or someone along the course needing help. Take pictures of tags/racers who are not continuing and share this info with the base coordinator ASAP (send picture or radio the tag number in).
- Volunteers are to know the road home (base)... If a racer decides to go back on the road alone – Write down the racers name and contact information, tag number etc. and once the racer has had a moment to calm down (*race brain is a thing!!*) provide them with clear instructions on how to return to the base (race start).
- If a racer is injured, broke down or exhausted, encourage the racer to stay at the checkpoint until help or sweeper arrives to take them back to home base.

End of the Race:

- **Do not leave your post until the final sweeper rider comes through after cut off.** They will confirm the trail is clear of riders behind them and tell you that it is now safe for you to pack up and leave.

Thank You for your help! We couldn't do this without you!