

## Blue Ridge Relay Volunteer Handbook

Thank you for your giving your time and energy and for being a vital part of the Blue Ridge Relay. I hope that your experience as a Blue Ridge Relay Official will be enjoyable and rewarding. I do want to share that your commitment is vital to the viability of the Relay. Your encouragement and professionalism can be a great asset to the runners in this competition.

Please understand that you are the "Official" at the exchange zone.

1. When you are directing the runners, please be assertive (not aggressive), because they need absolute answers.
2. In preparation for the Relay, please study the Rules and Regulations, the Volunteer Handbook and the Team Handbook. Please notify runners of rules violations and note them on the log.
3. You are responsible for the success of your assigned exchange zone.
4. Please review the maps (the dropdown menu under Team Information on the BRR website), paying particular attention to the Legs that bookend your exchange zone.
5. Upon your arrival at the Exchange Zone, please walk around to familiarize yourself with the parking area, location of restrooms/porta-johns, intersecting roads, etc...
6. Please realize that you are scheduled to arrive at your assigned exchange zone ahead of the lead runners. Please be patient, they will arrive.

I will drive ahead of the race and will meet a limited number of volunteers on the course who will be staffing Friday morning exchange zones. To distribute volunteer supplies, I will either meet the volunteers ahead of time or leave the supplies at a predetermined designated location at the exchange zone. We will communicate in advance.

Enclosed with this letter is the Volunteer Handbook, which will define your responsibilities as a Blue Ridge Relay Official. Please read this document thoroughly. In addition, copies of the Rules and Penalties, and Team Handbook are attached. For additional information and insight, please review our website, [www.blueridgerelay.com](http://www.blueridgerelay.com).

The volunteer application can now be printed from the BRR website on the Volunteers page. If you do not have internet access, I will provide a hard copy of the application for your completion.

Please contact me with any questions ([info@blueridgerelay.com](mailto:info@blueridgerelay.com) or 336-877-8888 desk or 336-977-4819 cell). Please note the phone number is the line for Gum Ridge Mill, the host for the Blue Ridge Relay. In addition, I can be contacted on the course, during the Relay, via my cell phone (336-977-4819) at any time. This number is to be used by Officials only and should not be distributed to the teams. If a question arises on the course, I will communicate with you to clarify a decision. I will not speak with a runner.

Thanks again.

Kind regards,  
Ken Sevensky  
Co-Director, Blue Ridge Relay

### Official's Folder Checklist

1. Log Sheet: recording bib numbers and time of day.
2. Rules Violation Form
3. Accident Report Form
4. Emergency Response
5. Rules
6. Map Cue Sheet
7. Site Permission Letter

### Blue Ridge Relay Official

Each Blue Ridge Relay Official will be required to wear a Blue Ridge Relay Official reflective safety vest. This is for your safety and also your identification to runners and support vehicles. The vest must be worn at all times. It is large enough to fit over a heavy jacket or rain jacket. The reflective vest will be returned to the Blue Ridge Relay. Three vests will be provided by the Blue Ridge Relay. Please bring additional vests if you have more than 3 Officials at your exchange zone.

### Official Responsibilities

1. Supervise the exchange between runners: Runners will be running with a wrist strap, rather than a baton. The Official will establish an exchange zone by placing an orange construction cone at the location. The Official will ensure that the wrist strap is exchanged at the cone, with some flexibility. Night stages will also be equipped with a battery operated, flashing light.
2. Record bib number of incoming and outgoing runners, record time of day (hours:minutes) of exchange.
3. Enforce Relay Rules and Regulations: A copy of the Relay's Rule and Regulations is in the exchange zone folder. Officials will notify runners of rules violations. Document rules violations and runner response on the last page of the exchange zone log. The Race Director will make a decision of the rules violation at the finish line. Officials will be responsible for their Exchange Zone and for the leg of the incoming runners.
4. Direct parking: Direct support vehicle parking to ease congestion and maximize parking space. Vehicles associated with the Blue Ridge Relay must have an official Blue Ridge Relay sign posted in the windshield. One team vehicle per exchange zone.
5. Review final instructions with outgoing runners.
6. Request quiet at night (7:30pm – 7:30am), which means no music, no yelling and hushed talking.
7. Tour and Clean Exchange Zone at the end of your shift and encourage participants to do the same.
8. Emergency response: Support vehicles have been instructed to have a cell phone, ice, a first aid kit, fluids, and food. The Sheriff Department in each county is alert to the Relay. Please call 911 in emergency cases. You will be given a script to be read to the dispatcher. The script will be specific the Exchange Zone.
9. Encouragement: Please provide encouragement, enthusiasm, and courtesy to the runners and teams. These folks will be tired and they will need all three.

### Exchange of Officials

Some exchange zones will be staffed by 2 teams of officials. As you are exchanging duties/changing shifts, please allow adequate time to ensure that the incoming Officials are well acquainted with the exchange zone and responsibilities.

Items to be exchanged include:

1. Official reflective safety vests
2. Exchange Zone Cones/Lights
3. Exchange Zone Folder

### Accidents/Incidents

All accidents and incidents will be reported immediately to the Race Director or designated Assistant Director. Accidents requiring emergency response will be reported to 911 immediately. In addition, an accident/incident report will be completed immediately by the Exchange Zone Officials. All reports will be submitted to the Race Director or other designated person at the finish line, via transfer to the SAG driver. At the discretion of the Race Director or designated Assistant Director, the information will be shared with other Blue Ridge Relay Officials.

### Clothing, food, and fuel

Please be advised that the weather patterns in the Blue Ridge Mountains can be sporadic. Please dress appropriately and pack additional items including:

1. extra pair of socks and shoes
2. rain coat and umbrella
3. sweat shirt or warm jacket
4. cap with sun visor and/or warm hat
5. gloves
6. extra shorts, long pants and t-shirt
7. sunglasses and sunscreen
8. flashlight / lantern / headlamp for night shifts
9. cell phone, ink pen, and digital watch
10. chair, camera, binoculars (if desired)
11. water, snack food and possibly lunch/dinner/breakfast

Please be advised that many grocery stores, gas stations, etc...may not be open during some hours of the Relay, specifically the night-time hours. Please be prepared to provide for yourself:

1. ensure that you have a full tank of gas
2. bring food
3. bring fluids

Please be advised that you are scheduled to arrive at the exchange zone approximately 30-45 minutes before the lead team/runner. Please be patient, we'll get there. After orientation to the exchange zone, you may have some down time. However, please be alert for the first team vehicle to arrive and be visible and available when teams are at your exchange zone.

PLEASE DO NOT BRING:

1. Alcohol
2. Children
3. Headphones
4. Pets

#### Course Markings

The course will be marked with yellow directional signs (18" x 24") before the turn and 12x18 yellow directional signs after the turn. Signs during the night legs will be highlighted with blue blinking lights. However, as noted in the Rules, it is the responsibility of the runner to navigate the course. In addition, approximately ¼ mile before an exchange zone, an "EXCHANGE ZONE" sign will be posted. This is not the beginning of the exchange zone, but an alert sign for runners and drivers that the exchange zone is approaching. Please note that signs may read "BRR" or "Relay".