



CIVIL WAR RELAY



VOLUNTEER HANDBOOK

Volunteers,

Thank you for volunteering for the Civil War Relay! Your participation as race marshals in the event should be an enjoyable experience. Only with the performance of the various duties by race marshals will this event be a success.

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.
- Time requirement - volunteers will work a shift that is between 3 - 4 hours.
- Volunteers need to be flexible. As the relay route is from Albany to Eugene, a volunteer's assignment could be anywhere along the route.
- Any volunteers who are late or fail to show up for their assigned duties will cause their team to either be penalized or disqualified.

INFORMATION AND TERMS TO BE FAMILIAR WITH:

The 52-mile course is divided into 25 segments called **Legs**. At the end of each leg is an **Exchange**. Each team has up to five runners that run the route in rotation. Each team's current runner runs a leg to the next exchange before handing a baton to the next runner in the **Runner Exchange Zone**. Some legs cross busier roads at intersections.

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

- Record Exchange Times on Exchange Time Records
- Announce the team number of the incoming runner
- Hold runners at designated intersections until it is safe (green light) to cross
- Ensure a safe race by keeping runners and vehicles separated, and a fair race by monitoring for rule violations
- Assist drivers into Exchanges to reduce vehicle congestion

RACE VEHICLES

- Team vehicles drive to the exchange ahead of incoming runners to prepare outgoing runners. Vans should not park within 500 feet before the exchange and should not be parked in such a way that the force runners on to the road.
- Team vehicles should be pulled well off the road so as not to interfere with other traffic and should not be blocking residence's driveways.

OTHER RULES VOLUNTEERS NEED TO BE AWARE OF

- All runners need to wear a red or yellow safety vest and have their team numbers (bibs) visibly in front
- Headphones/earbuds on active runners on the race course are prohibited and can result in the entire team being disqualified (Insurance liability rules)
- Any runner reported to have verbally abused a volunteer will cause their entire team to be disqualified



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EXCHANGES

The race start is staggered over several hours to spread out the runners. Team members may not congregate near Runner Exchange Areas. Only outgoing runners and the Team Timer are allowed near Runner Exchange Areas.

INTERSECTIONS

Several legs are on or cross busier roads. Permits require us to place race marshals at designated intersections or exchanges to monitor runners crossing the street. Race marshals **DO NOT** stop traffic, but rather hold the runners till it is safe to cross. At some intersections, it is waiting for the green light; at others, it is just looking both directions until traffic is clear enough for runners to cross. Runners **MUST** cross in cross walks if applicable. Volunteers should note the bib number of runners who do not follow instructions.

SAFETY AND COURTESY

Since there will not be any road closures or traffic control, participants must obey the Oregon State Traffic Laws. Volunteers may not direct traffic. Please follow any requests from property owners.

VOLUNTEER DUTIES

Runner Monitor:

- Monitors runners crossing the street at designated intersections or exchanges
- Volunteer holds runners until traffic is clear OR if there is a stop light, the light turns green
- Makes sure runner crosses at cross walk

Timer And Runner Exchange Area Monitor:

- Runner Exchange Area is marked with two cones (see drawing of Exchange Map)
- Record Runner Exchange Times and incidents on Exchange Time Records
- Prevents runners from being forced onto the road by spectators obstructing the shoulder
- Ensure that only outgoing runners wait near Runner Exchange Areas. Notify outgoing runners of problems

Parking Monitor:

- Direct vans to park in designated areas
- 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 so incoming runners may view outgoing runners.

All volunteers share in picking up trash and keeping their exchange clean.



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BEFORE THE RELAY

- Read Exchange Information
- Figure out how to get to your exchange location and how long it will take in advance so you won't be late and cause your team to be assessed a time penalty or be disqualified.

VOLUNTEER RACE DAY

What To Bring:

- Watch
- Hat, sunscreen, sunglasses
- Water, food
- Chair, tables, large umbrella/pop-up canopy, binoculars (all optional)
- Clothing appropriate for the weather

Please Do Not Bring:

- Alcohol (you will be sent home and your team disqualified)
- Children
- Headphones
- Pets

The Relay Will Provide:

- This Volunteer Handbook that includes the relay rules that you will be able to download before race day
- Two cones to mark the Baton Exchange Area
- Portable toilets (at some exchanges)
- Forms to report rule violations

EXCHANGE CLOSURE

- Do not leave the Exchange until the Sweep Truck confirms that the last runner has passed
- If assigned to an Exchange, please bag any trash so that we will be allowed to use the site in future years
- Return legible and completed Exchange Time Record, clipboard and cones to the sweep vehicle



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Location: 01 - Leg 1 - Intersection; Intersection of Pacific Blvd and Ellingson Rd

Directions:

From I-5 South: From I-5, turn left at Corvallis-Lebanon Hwy/OR-34 W. Continue to follow OR-34 W. Take the ramp to Albany/ Junction City. Turn left at Albany-Junction City Hwy/ OR-99E N. Turn left at Allen Lane to the second or third entrance to the Linn-Benton Community College parking lot. Start is at the track which is on the west side of the campus (northwest corner of the parking lot).

From I-5 North: Take exit 234B to merge onto OR-99E S/ Pacific Blvd SE toward Albany . Turn right on SW Allen Lane to the second or third entrance to the Linn-Benton Community College parking lot. Start is at the track which is on the west side of the campus (northwest corner of the parking lot).

Parking: Park near start.

Responsibilities:

Race marshal is responsible for holding runners at intersection of Pacific Blvd and Ellingson Rd until the stop light turns green and making sure runners cross in cross walk. See Leg 1 map. You should tell the runner to stop and wait for clearance to cross if necessary. RUNNERS SHOULD NOT CROSS ON THEIR OWN AND SHOULD USE CROSSWALK.

Additional Info:

Note any team's bib number that does not follow your directions.

and have fun!

mediate disqualification for entire team. This is a traffic law.

of and courteous of the locals while driving; back-see if not, you won't get off the course.

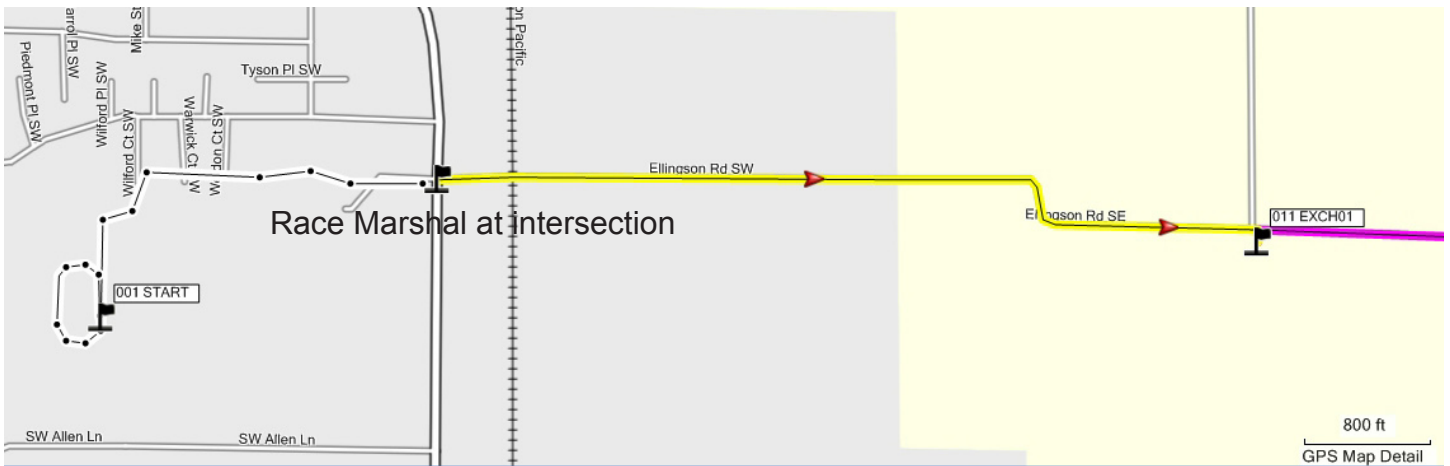
with them. Plan as if there won't be any foul air-arrows on the ground. It is each runner's respon-

lieve yourself on private property (automatic and 10' and 23'. There are also bathrooms available at table toilets at every exchange. You will find a por-

age for a longer period. We need vans to keep vans can not have runners combine legs to make their runner, thus keeping the number of vans at under of the road. As the legs are so short, vans legs approximately 2-miles) for a reason. Parking of exchanges are large areas with lots of parking. ner on the reflective vest so they are visible

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LEG 1 - 1.9 MILES



LEG NOTES

Runners on left side of road - CAUTION - oncoming vehicle traffic

MILEAGE

- 0.0 Do one lap around track
- 0.3 Pass through Start then continue straight and exit track on to cedar path
- 0.4 Turn right on to cinder drive which becomes cedar path
- 0.5 Follow cedar path left along edge of parking lot
- Then At end of building, turn right on cedar path towards parking lot
- Then On reaching parking lot, follow cedar path along edge of left side of parking lot
- 0.7 At the end of the parking lot, continue straight on sidewalk to road
- Then Cross street to left sidewalk and run straight to the crosswalk at the intersection
- At the intersection, wait for green light, then cross Pacific Blvd (Hwy 99) at crosswalk (monitored by volunteer)
- Then Run east on Ellingson Rd
- 1.9 Exchange 1

EXCHANGE 1

Van Parking - park on right shoulder off road as best you can

Runner Exchange - small shoulder pullout on left shortly after intersection; cross road cautiously to/from vans

