



Waterton Glacier Relay 2014

Official Volunteer Bible

Event: June 21, 2014

HAVE FUN – BE SAFE

Revision: June 11, 2014

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INTRODUCTION

This packet contains important team information for the Waterton Glacier Relay Series. It is recommended that all volunteers read through the Race Bible. All information in this document is subject to change.

Updates

ITEMS IN THIS RACE BIBLE ARE SUBJECT TO CHANGE AND WILL BE REFLECTED ONLINE AND ALSO BE NOTICED ON SOCIAL MEDIA VENUES. IT IS YOUR RESPONSIBILITY TO MONITOR, READ AND UNDERSTAND ALL CONTENT.

Race Information

Race Name: Waterton Glacier Relay

Race Organizers: info@watertonglacierrelay.com

Race Day Contacts: Chris 801-787-0456
James 801-318-3728
Ted 801-400-1581
Lisa 801-400-0848
Leigh Anne 801-602-0699

Waterton Lakes National Park (emergency) 403-859-2636 or 403-762-4506
Cardston EMT (emergency) 911

Web: www.watertonglacierrelay.com

Facebook: www.facebook.com/watertonglacierrelay

Twitter: www.twitter.com/watertonglacier

Youtube: www.youtube.com/watertonglacierrelay

Race Charity: Breast Cancer Awareness & Down Syndrome Awareness

Important Dates and Information

Race Day June 21, 2014

Volunteer Registration online at: www.watertonglacierrelay.com

Captain's Meeting 8:00 PM MST - Audio Call (June 11, 2014)

Team Check-in (night before) 6:00-10:00 PM MST (June 20, 2014)

Team Check-in (early morning) 12:00 AM – 5:00 AM MST (June 21, 2014)

Race Start Times (Staggered) 1:00 AM, 3:00 AM, 5:00 AM

Awards Ceremony 9:00 PM MST approximately (June 21, 2014)

Official Night Time Hours 1:00 AM – 5:00 AM + 9:00 PM - 5:00 AM MST

Passports (valid for race day) Mandatory

* Race organizers are not responsible for eligibility to cross the border

Waterton Lakes National Park Park Passes MANDATORY all vehicles

REGISTRATION

Volunteer Registration

Volunteer registration is available online. Simply click the “Volunteer” link on the Race Website, select the time(s) /exchange(s) you would like to support, and supply the information requested for shirt size and such.

Signing the Waiver

All volunteers *must* sign a waiver in order to participate. Once you have signed up for your time/exchange, you will receive an email with more details about the race, the waiver, and expectations. Please sign and return the Waiver via email (info@watertonglacierrelay.com). We will also have waivers available at race registration time and also at each exchange for you to sign as well.

Volunteer Age Restrictions

Any volunteer under the age of 18 must have a parent or legal guardian sign a waiver. All Vehicles and Drivers on the course must be legally licensed and insured and no volunteer under the age of 18 may drive on the course.

Substitutions

If the volunteer cannot make the assigned schedule or needs to substitute another volunteer, please send an email to info@watertonglacierrelay.com announcing such changes. We appreciate your help with the race and understand that it is a time commitment for you. We will make every effort to accommodate your schedule and will be happy to make the changes and Substitutions. New volunteers will be required to sign the waiver and depending on substitution date, it may not be possible to honor shirt size changes.

RACE DAY

Team Check-in

June 20, 2014 (from 6:00 PM - 10:00 PM) – South Country Inn (Cardston)

June 21, 2014 (Race Day from 12:00 AM - 5:00 AM) – Remington Carriage Museum (Cardston)

The Safety Equipment List per team is as follows (for each vehicle):

- Two (2) flashlights or headlamps
- Two (2) reflective vests (active runner, runner-on-deck, people outside the vehicles)
- Two (2) LED tail-lights (as worn on a belt or vest)
- Communication device (cell-phone and number to be reached)
- Hydration and Food Supply for all runners

A runner leaving an exchange gate during inclement weather / night-time hours will be required to wear the safety equipment (reflective vest, headlamp/flashlight, blinking tail-light).

Race Start Time

The race will start at Remington Carriage Museum and have staggered starts for the runners (1:00 AM, 4:00 AM, 5:30 AM).

Start times for each team will be recorded on the Exchange Log.

Volunteer Check-in

Volunteers may check-in at the same time as the teams to get their packets and also any last minute details/adjustments to the course. If you are unable to make it to the check-in please send an email to (info@watertonglacierrelay.com) to inform of your plans.

Park Passes - Waterton Lakes National Park

All vehicles must have a valid park pass and they must be displayed while in park boundaries

Reporting to your Exchange

Please report to your exchange at the specified time. The course maps/exchanges can be found on our website. Each exchange will have a number on the gate for reference purposes. If you are unable to secure transportation to your exchange, please let the Race Organizers know during the race registration. If you are unable to make it to, please send an email to (info@watertonglacierrelay.com).

Volunteer Checklist

Items you will need to bring to your volunteer assignment at the exchange:

- Hydration
- Food
- Watch / Other Time-keeping device (for recording times)
- Coat or rain gear as appropriate
- Sunscreen
- Cell phone and charger
- Chair
- Toiletries
- Happy / Smiling Face ☺

Items Provided at the Exchange

- Race Bible / Volunteer Bible
- Clipboard
- Pen/Pencil
- Flag
- Safety Vest
- Runner check-in Sheet

VOLUNTEER DUTIES

It is expected that each exchange will have a minimum of two volunteers. One volunteer should manage the Safety Concerns and the other should monitor the Runners. Once all runners have gone through the exchange, the volunteers should ensure that the area is left in as good or better condition than when the event started.

Park Only in Designated Areas

Some exchanges have limited parking and in some cases volunteers/teams will be required to park along asphalt shoulders (this will not be allowed with National Park Boundaries). In the event of roadside parking, teams' vehicles are not allowed to park on the same side of road as the exchange chute 500 feet before and after the chute. After the exchange point, vehicles can park at any legal roadside that *does not impede racers or traffic*. Team vehicles should always stay to the right of the white fog-line when parked along the road.

***NOTE** - If you bring a vehicle to the exchange please park close to the exchange gate to make access to your vehicle as convenient as possible and out of the way of runners/race vehicles.

Safety

Each volunteer will share responsibility with those manning the exchange to ensure safety for all participants and spectators. This includes the use of traffic control devices (stop/slow signs and also orange flags to slow traffic) where necessary as designated by the Race Organizers. At times it may be necessary to stop or halt traffic while vehicles or runners are entering/exiting the exchange. Safety is number one priority and the inconvenience of stopping traffic is minor compared to just one injury. Ensure your safety first, by not stepping into oncoming traffic until you have slowed them by making eye contact with the driver. Encourage the team support members (runners, drivers, etc) to use the orange flags when crossing the road.

Each volunteer must wear the provided Volunteer Shirt and/or Safety Vest during their scheduled time. During night-time hours or in cases of inclement weather (as directed by Race Organizers), it will be mandatory that all volunteers wear the Safety Vest.

Runners

The volunteer must monitor and record the runners as they come through the exchange. It is important that the volunteer monitors the Runners for the following:

- Number is attached and visible
- Travels through the exchange gate
- Hands off the "slap band" to the awaiting runner
- Records the Time of Day next to the Team Name on the Exchange Log
- Ensures that runners have proper safety gear on

Course Management

Once all teams have completed the exchange as evidenced by the Exchange Log, the volunteers should perform the following duties:

- Clean up all trash items
- Give the Exchange Log to Race Organizers (If not present – place under exchange gate)

- Take notes from participants/spectators
- Note any damages, accidents, animal sightings, etc.
- Leave area better than we found it

BORDER CROSSING

General Information

Generally crossing this border is straight forward and will include going through immigration customs. The agent may ask standard questions about where are you from, where are you going, how long will be there, where is your car, and also ask about prohibited items and such. Be expecting this and prepare yourselves to answer these questions. Do not stop at the Canadian Border Station. Continue on the United States Customs.

Due to the time of year and historical traffic flows, this should be a very light traffic day and we should expect quick processing at the border.

Glacier National Park

Glacier National Park has not approved our requests to run the approximately 3 miles from the US/Canada border to the park boundary that lies South of the border on Highway 17 (Chief Mountain Highway). To continue the race through this area, we must bus the runners from the Canadian side of the border to the beginning of the next leg.

Passports

Please have your passport with you and readily accessible to cross the international boundary (rental vehicles may have special requirements – check rental agreement). The border is not providing a special lane of traffic for this event and may therefore lead to some delay in travel time.

GENERAL RULES

Respect Local Residents & Communities

While traveling through the local communities, please remember we are guests and you should treat all residents with courtesy and respect. Going out of your way to thank locals will go a long way in helping the event return each year.

The following “Do Not’s” are not intended to cover the broad spectrum of issues regarding respect for local residents and businesses. Therefore, please use common sense while in residential areas, we reserve the right to penalize or disqualify any team based on a lack of respect for the communities traveled through.

- Do not honk horns or flash vehicle’s high beams during evening and morning hours while in residential areas
- Do not block any residential or business driveway

- Do not impede traffic by driving too slowly or by not properly pulling vehicle over to the side of the road when stopping
- Do not park on vegetated areas and used designated pullouts and exchange points
- Support vehicles should not stop on or drive along shoulders of road unless in the case of emergency in supporting their runner. If the support vehicle is required to stop or drive along the shoulder to support a runner hazard lights should be used. In addition the support vehicle must not impede traffic. If there is following traffic, the support vehicle should move ahead to the next convenient pull out and wait for their runner.

Park Only in Designated Areas

Some exchanges have limited parking and in some cases volunteers/teams will be required to park along asphalt shoulders (this will not be allowed with National Park Boundaries). In the event of roadside parking, teams' vehicles are not allowed to park on the same side of road as the exchange chute 500 feet before and after the chute. After the exchange point, vehicles can park at any legal roadside that *does not impede racers or traffic*. Team vehicles should always stay to the right of the white fog-line when parked along the road.

Runner Drop Off

Vehicles may drop off runners at least 500 feet prior to exchange points before parking. We ask that all runner drop-offs be brief.

Restricted Areas

Vans can stop to cheer on teammates at any legal spot along the race route that does not obstruct runners or traffic.

Littering & Property Damage

Any runners who are reported to have damaged private or public property or to have littered, urinated or defecated on private or public property will be disqualified and will not be invited back. Toilets and trash cans will be provided at all exchange points.

SAFETY RULES

In the Event of an Emergency

In the event of a serious emergency call 911 and Race Organizers

Safety is our number one priority. There are many potential hazards in a race of this type including, but not limited to: automobile traffic, road and trail conditions, animals, and weather. We ask that all teams/volunteers please take appropriate precautions to insure a fun and safe event. Please help us keep the race safe by focusing on being safe runners, safe support crews, and by helping us keep the race as a whole safe. Below are some basic guidelines and rules to help us all have a safe race.

We will have limited medical resources on hand. Please be aware of this and plan ahead for how you will handle injuries and any emergencies. It is the responsibility of each team to be aware of the location of hospitals and other medical facilities and their hours of operation. In the event of an emergency notify the nearest race official, as they will be able to communicate with nearest medical personnel or call for an ambulance if the emergency is severe enough. If the emergency is severe call 911, then the Race Organizers.

Safe Runner

The active runner must pay attention to a number of details when running to remain safe and prevent injury to themselves and/or others that are participating in the event, watching the event or just traveling through the event area.

Race Organizers reserve the right to require the “Running at Night” equipment in case of inclement weather or other situations that might be considered a safety risk to runners.

Run Against Traffic and on proper surfaces

Runners are to run on the left shoulder of all roads (against traffic), using sidewalks or trails when available, unless signs or maps direct otherwise.

Be aware of traffic and obey traffic laws

Runners are to understand that they do not have exclusive use of the roadway and are required to obey all traffic laws. This includes stopping at traffic lights.

Running at Night

Each individual must wear the reflective vest, headlamp or flashlight, and (2) LED “tail/butt” lights when running the course during the specified night time hours.

Personal Music Devices and Headphones

The use of personal music devices with headphones while running is strongly discouraged. This format requires that all runners be alert and aware of their surroundings at all times. Wearing personal music devices causes distractions and the inability to hear what is going on around the runner. If you still choose to use them, you do so at your own risk and must meet the following requirements:

- Hear traffic
- Be aware of the sounds around you (wildlife in general)

- Be able to hear instructions from course officials when speaking at a reasonable tone (not yelling)

Safe Support

When you are part of the support crew abiding by the following rules and guidelines will help keep you safe.

Exiting and being outside the vehicle

Remember that these are open roads. Adhere to following rules and guidelines

Everyone that is out of the vehicle on the course at night must wear a reflective vest. This includes exchanges, shoulders, roadways, and parking lots adjacent to the course. Reflective Vests must be worn during the Official Nighttime. From DUSK TO DAWN, KEEP YOUR VEST ON.

Road Crossing

Any team member crossing the road must do so with an orange crossing flag, day or night (This applies to the support crew – not the “on” runner) Teams will be given flags at the safety briefings. Two flags will be provided. Please return them at the finish line.

- Obey all traffic/pedestrian and j-walking laws
- Cross at crosswalk if there is a crosswalk within sight
- No crossing if there is a median

Safe Race

Help us keep the race safe by following safety rules and by helping other teams to behave safely.

Prohibited Items on the Course

The following items are not allowed on the race course: rollerblades, unauthorized bicycles, dogs or other animals, baby joggers/strollers, scooters, skateboards, and any other device that may endanger others or put a runner at an advantage over the other participants.

Alcohol / Drug Abuse

While participating in the race, the consumption of alcohol or illegal drugs is not allowed at any point along the course. Alcohol may be responsibly consumed at the finish line when city ordinances and permits allow.

Bad Weather

The race will occur rain or shine. However, under certain severe weather conditions where significant damage or alterations to the race course occur, we reserve the right to cancel the event. There will be no refunds given if the race is canceled due to weather. Conditions that may result in a race being canceled or delayed include but are not limited to the following: severe electrical storm, snowfall, tornadoes, earthquakes, hurricanes, flooding, fog, etc.

Lightning

If there is lightning at the start of the race we reserve the right to delay starts until the lightning clears. If you see lightning on the course after the race has started, get your runner off the road and into the support vehicle. Make a note of the time and the location where you exited the course. If lightning clears within 1 hour put your runner back on the road where they left and make a note of the time. If lightning persists longer than an hour, move ahead to the next

exchange. For every hour of lightning, you may move ahead one exchange. Keep close track of where and when you left the course and where and when you returned to the course. At the end of the race we will have a form available for you to report these locations and times. We will then calculate your average pace and apply this pace to the segment of the course that you missed. In this way we will adjust all overall race times. Only teams that have taken accurate notes will be given official times.

Flooding

If a runner encounters flooded areas that cannot be ran through, have your runner get into the support vehicle, drive the runner ahead where the road is no longer flooded to continue running his or her leg. Keep track of how far your van drives ahead by .10 of miles and report the mileage and speed traveled at the finish line. We will take your team's overall average pace, the mileage and speed driven and adjust your team's time accordingly. Only teams that have taken accurate notes will be given official times.

Wildlife/Open Range Rules

The goal of the Wildlife Mitigation plan is to limit wildlife-human interactions that could result in health and safety issues, property damage, human-caused wildlife injuries or mortalities.

- All race participants and support crews will be required to communicate wildlife sightings of species of concern (bear, elk, sheep, and wolves) at the next exchange point to an official race volunteer. They should include the species sighted, their approximate location, and general behavior as part of their report.
- The volunteer will first communicate the sighting to race officials then will fill out a wildlife sighting report.
- Race officials and wildlife specialists will investigate the sighting and determine the appropriate course of action including directing race traffic, holding runners till it is safe to continue, or potentially cancelling a leg allowing a support vehicle to shuttle runners out of harm's way to the next exchange point.
- In all communications "bear" will be referred to as "luigi" to avoid a potential bear jam. Effective execution of this plan is the animals eventual safety net.
- If wildlife is encountered while racing, the runner must stop and wait until the animal is at least 100 meters away. The runner may not "encourage" the animal to move away faster by throwing things at it. Violation of this policy will result in immediate disqualification of the team.
- If a runner is delayed more than 30 minutes by wildlife the support vehicle will be allowed to retrieve their runner and bring them to the next exchange point.
- Refreshment stations, spectator viewing areas and other event nodes will only be located at exchange points.
- Ensure the proper storage of food and disposal of all wastes so that they do not attract wildlife to roads and other centers of human activity. This includes disposing of food wastes in bear-proof containers, and proper storage and disposal of human waste.
- Do not litter.
- No food will be left unattended during the race.
- Exchange points will not have refreshment stations. Waste receptacles will be located at each exchange point. Race participants will be in charge of their own hydration and

nutrition. Event participants, including support crews that litter will be penalized up to disqualification and may be banned from future events. A race crew will sweep the course after the last runners to clean up any debris.

- Refrain from stopping cars to take pictures.
- Do not feed or approach wildlife, even to take a picture from a vehicle.
- View wildlife from a safe distance using binoculars, spotting scopes or a telephoto lens on a camera.
- Respect speed limits.
- Keep pets on leash.
- Remove event-related infrastructure from the race course immediately following the conclusion of the running race.

Bear, Cougars, Wolves

- Runners should make noise, travel in groups as much as possible and always watch ahead.
- Parks Canada encourages runners to carry bear spray.
- Maintain a distance of at least 100 meters from bears, cougars, and wolves.
- If you encounter a bear, stay calm, get your bear spray ready, speak to the bear in a non-threatening manner, and slowly walk away, don't run.
- Do not cross the road to try to get around wildlife, instead retreat back the way you came.
- Report any roadside sightings as soon as possible to the Parks Canada Event monitor.
- Refrain from stopping cars to take pictures. This could cause a "bear jam" and increase wildlife habituation to humans.

Deer, Elk, Bighorn Sheep

- Always keep at least 30 m away.
- Never approach or feed deer.
- Do not come between a fawn (baby deer) and mother.

RULE ENFORCEMENT

Course Marshals

We will have Course Marshals out on the course monitoring teams for safety and adherence to all rules. However, with the size of the course we cannot be everywhere at once. We are asking teams/volunteers to help us keep the course safe by reporting teams that are violating any of the above rules. Help keep the race safe by reporting teams that are endangering themselves and others.

Volunteer Authority

Course volunteers at exchanges are not considered Race Officials. They have the responsibility to report safety concerns, abusive behavior, or a team's failure to follow instructions to the Course Marshals. They may also recommend a team for disqualification for rule violations, abusive treatment or disregard for their authority.

Report Violations

Send a text message to **Race Organizers (defined above)**

Please include the Who, What, Where, and When in your text message.

Please use this number to keep us informed. Send text messages if you see improper signage, unsafe conditions, if you become lost, etc.

HAVE FUN! BE SAFE!