



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



CIVIL WAR RELAY

VOLUNTEER HANDBOOK



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.



CIVIL WAR RELAY



VOLUNTEER HANDBOOK

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



CIVIL WAR RELAY

VOLUNTEER HANDBOOK



Location: 07 - Exchange 20; Coburg Community School Parking lot

Directions:

From I-5 South: From I-5, turn left (west) at Exit 199, then:

From I-5 North: From I-5, turn right (west) at Exit 199, then:

Go west on E Pearl St .8 miles to intersection with Coburg Rd. Turn right (north) on Coburg Rd through town. At intersection .3 miles at north end of town, turn left (west) on W Van Duyn St. Go west .2 miles to intersection with Coburg Rd N. School is on left. See Leg 20 map.

Parking: park in the very south end of the parking lot

Responsibilities:

First Volunteer: Runner Exchange Area is marked with two cones (see drawing of Exchange Map). Record Runner Exchange Times and incidents on Exchange Time Records.

Second Volunteer: Race marshal is responsible for making sure participants cross Coburg Rd safely to the exchange from the parking lot. Please direct runners to cross road directly across from the exchange area (Lane Country permit requirement). You should tell the runner to stop and wait for clearance to cross if necessary.

Additional Info:

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

CIVIL WAR RELAY LEG MAPS

If you don't read anything else, please read this!

There are several important rules that need to be followed in order for the Civil War Relay to be able to continue as a race:

1. Runners must cross streets at crosswalks, wait for green lights (if applicable), and follow the volunteer race marshal's instructions. Volunteers/race marshals will be at the critical intersections and exchanges. Their job is to tell runners when it is safe to cross streets or to make sure runners wait for green lights. ALL RUNNERS must follow instructions of the race marshals as they are watching out for your safety. Runners who do not follow their instructions will cause their teams to be disqualified.
2. ALL RUNNERS are required to wear full panel bright color (orange or yellow) reflective vest ON EVERY LEG. This is a requirement of Lane County and also makes safety sense as race day could have dark and gloomy skies.

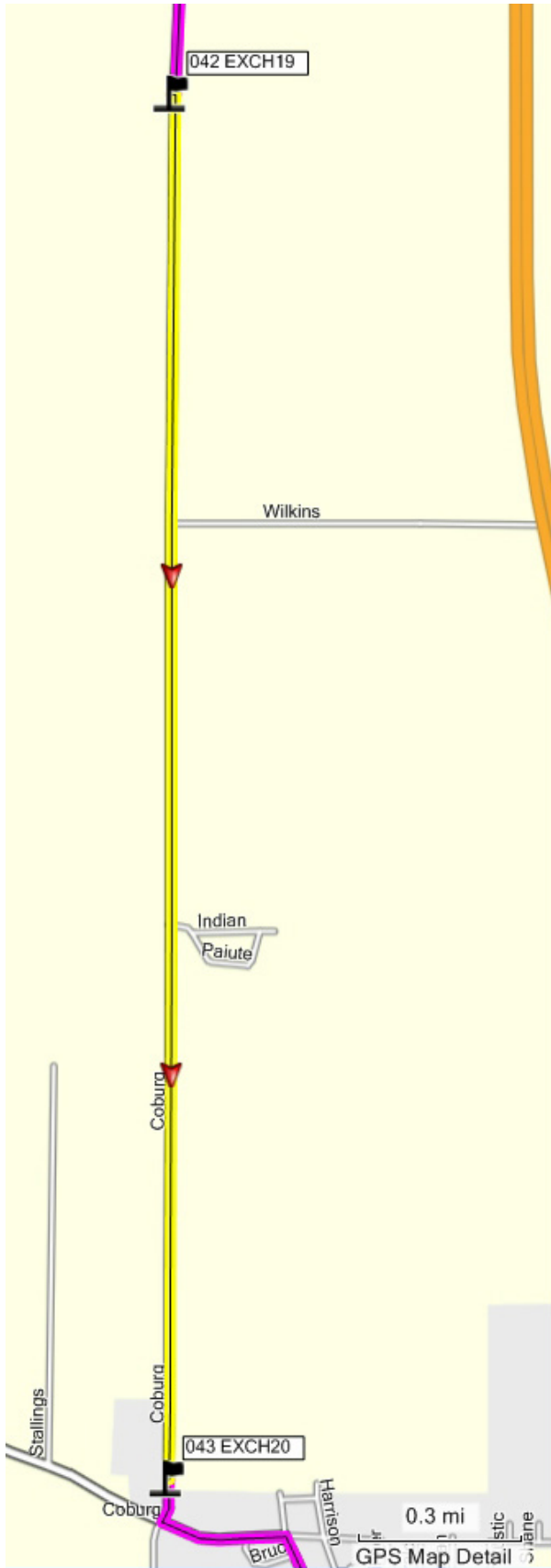


3. Bibs MUST be worn on the front of each runner on the reflective vest so they are visible
4. If you've done other relays, you know that most exchanges are large areas with lots of parking. That is not the case here. This is a "sprint" relay (legs approximately 2-miles) for a reason. Parking at many exchanges is very limited, often on the shoulder of the road. As the legs are so short, vans will not be at an exchange for very long waiting for their runner, thus keeping the number of vans at an exchange limited in total number. Therefore, teams can not have runners combine legs to make longer legs otherwise their van will be at an exchange for a longer period. We need vans to keep vans moving in and out of exchanges quickly.
5. Due to space limitations, we can not put portable toilets at every exchange. You will find a portable toilet at the Start and exchanges 3, 6, 11, 13, 19, and 23. There are also bathrooms available at the finish. Please plan accordingly and DO NOT relieve yourself on private property (automatic and immediate disqualification for the entire team).
6. This leg maps will be *supplemented* by flour arrows on the ground. It is each runner's responsibility to study the leg maps and to carry the map with them. Plan as if there won't be any flour arrows so if the rain washes it away or someone messes it up, you won't get off the course.
7. Please remember we are guests. Be aware of and courteous of the locals while driving, parking, and running through their towns. Follow all traffic laws.
8. Remember, no headphones or earbuds. Immediate disqualification for entire team. This is a safety issue.

Thanks and have fun!

CIVIL WAR RELAY

LEG 20 - 2.5 MILES



LEG NOTES

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

MILEAGE

- 0.0 Continue south on Coburg Rd N
- 0.8 Pass intersection with Wilkins Rd on left
- 1.5 Pass intersection with Indian Dr on left
- 2.5 Exchange 20 - Coburg Elementary School
Parking lot in front of school

CIVIL WAR RELAY

EXCHANGE 20



Runner Exchange



Portable Toilet



Runner Outbound



Runner Inbound



EXCHANGE 20 - Coburg Community School

Van Parking - park at the south end of the school's parking lot (there are other activities planned at the school so they asked us to park south of the flag pole)

Runner Exchange - cautiously cross road to the runner exchange - monitored by volunteer

Race Marshal at exchange