



## VOLUNTEER GUIDELINES

**ALL TEAMS (WITHIN 100 MILES OF START / FINISH) MUST PROVIDE A VOLUNTEER OR PAY THE \$100 TO HIRE A VOLUNTEER. TEAMS NOT FULFILLING THIS REQUIREMENT WILL NOT BE ALLOWED TO COMPETE.**

**ON FRIDAY MAY 17<sup>TH</sup>, VOLUNTEER POSITIONS WILL BE MADE LIVE ONLINE. TEAM VOLUNTEERS CAN GO ONLINE AND CHOOSE THEIR POSITIONS ON A FIRST COME, FIRST SERVE BASIS. TEAM VOLUNTEER POSITIONS WILL CLOSE AT 11:59PM ON JUNE 7<sup>TH</sup>. ANY TEAM WHOSE VOLUNTEER HAS NOT SIGNED UP MUST PAY THE \$100 FEE OF FORFEIT THEIR REGISTRATION.**

ALL VOLUNTEERS MUST:

- Be 18 years of age or older on race day
- Able to lift 25 lbs (contact us at [info@terrapinevents.com](mailto:info@terrapinevents.com) if you have limitations on lifting).
- Able to stand for 4-6 hours (contact us at [info@terrapinevents.com](mailto:info@terrapinevents.com) if you have limitations on standing).
- Can provide own transportation to the volunteer location
- Read volunteer instructions and submit an online survey before June 7th

WHAT TO BRING:

- Flashlight (with extra batteries)
- Water, coffee, snacks
- Layers of clothing
- Job location / driving instructions
- Team # you are representing

DON'T BRING

- Headphones / earbuds
- Children
- Pets
- Alcohol / drugs / tobacco

### TYPES OF VOLUNTEER POSITIONS

**note: specific volunteer shifts and times are on our online volunteer sign up page and will be available on a first come, first serve basis starting on Friday May 17<sup>th</sup>.**

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**EXCHANGE ZONE:** Working at the Exchange (various duties, i.e. calling out race numbers, directing race vehicles, garbage/recycling). Last shift will also assist in clean-up of exchange area.

**COURSE MONITOR:** Reports to Exchange and then is given directions to drive to a specific turn on course. Directs participants (and point van traffic) at a specific turn. Good for volunteers that need to stay in one place or sit (bring a folding chair)! You will report to the assigned exchange and then be given instructions to drive to a specific turn on the course.

**START AREAS:** Assist with parking, team check-in, equipment check-in and/or set-up. Managing water / recycling. Race start is located at Level Beer.

**FINISH AREA:** Assist with directing, parking vans, assisting runners, managing water, beer, food, recycling.

### **TIMES OF VOLUNTEER POSITIONS (SHIFTS ARE 4-6 HOURS EACH)**

Jobs can start as early as 5:30am and last as late as 11:00pm.

Times for volunteer positions are listed in a 24 hour clock (military time), ex. 6:00 = 6AM, 18:00 = 6PM

Please take note before selecting a shift

### **VOLUNTEER SUBSTITUTIONS**

#### **LAST DAY TO SUBSTITUTE A VOLUNTEER IS FRIDAY JUNE 7TH**

If a volunteer cannot fulfill their assignment, it is up to the team captain / team to recruit a substitute. It is the team captain's responsibility to inform the new volunteer to read and pass the online survey so they comply and the team is able to participate. The substitute may then sign-in, representing the team on race day as long as they have the team number and show up at the correct time and place assigned. Failure of a volunteer to report to their assigned duty WILL result in team disqualification. No excuse will be accepted.

**Volunteer Shirts:** Teams can purchase a shirt for their volunteers. Volunteer shirts will be given to each team captain at packet pick up.