



VOLUNTEER INSTRUCTIONS

The purpose of this document is to provide a description of your volunteer duties and driving directions to your volunteer assignment location.

Thank you in advance for volunteering and the time and effort that you will be putting into making the Cascade Lakes Relay a safe and fun event! We realize the importance of having dedicated volunteers, and we thank you for your time, dedication, and energy. The CLR is known for our amazing volunteers and respectful participants and we hope to keep that culture going year after year.

Best exchange point spirit by volunteers (by participant vote). Each team will vote on the best spirited exchange point by volunteers, so get creative and impress the teams with your spirit and creativity! This could include wearing costumes, decorating your exchange point with a theme, playing music, spraying participants with water, etc. **All** CLR volunteers are invited to join participants for a complimentary beer at the finish line this year! Just show your yellow trucker hat at the T-Shirt Tent to receive your token.

Volunteers have been assigned to locations along our course as close as possible to their hometown to reduce driving time. Each team's 2 volunteers are assigned to the same exchange point as much as possible, so carpooling and working together is highly encouraged. We ask that all volunteers complete a six-seven hour shift*, be prompt, and allow additional time for driving to their assignment. **You are welcome to leave once all teams have gone through the exchange point and everything is cleaned up.*

If you have any questions about your assignment location, duties, times, etc, please direct them to your team captain. If they cannot be answered by your team captain, please email info@cascaderelays.com.

NO PETS, CHILDREN UNDER AGE 13, OR ALCOHOL IS ALLOWED WHILE WORKING YOUR SHIFT!

LIST OF SUGGESTED ITEMS TO BRING WITH YOU (NOT REQUIRED)

Food/snacks (for you and race participants if you want!)	Paper towels/Sani-Wipes Bug spray!
Water/other beverages (no Alcohol)	Blanket
Ice Cooler	Extra Toilet Paper – (porta potties)
Music	Full tank of gas in your car
Hat & Sunglasses (CLR visor provided!)	Direction to assignment (Google maps)
Sunscreen / Sun block	Map of Oregon
Flashlight (extra batteries)	Fully charged cell phone (may not have reception)
Umbrella, tent or sun shade	Money – cash

GENERAL COURSE VOLUNTEER INSTRUCTIONS

As a **VOLUNTEER** you have four areas of responsibility:

- 1) The **SAFETY** of all event participants, including volunteers, yourself, and the public.
- 2) The effective **FLOW** of participant traffic into and out of exchange points and enforcement that no vehicles are parked on vegetation but remain on the road or right-of-way.
- 3) Ensuring **COMFORT** of the local residents along race course, including complete trash/recycling clean-up prior to departing. Leave full bags tied up next to bins; and
- 4) The **ENCOURAGEMENT** and **SUPPORT** of all participants and to have fun!

CLR Race Officials (wearing red STAFF shirts and green hats) will check you in during the first part of your assignment to go over specific instructions in regards to parking areas and areas of traffic concern. CLR Race Officials will give you a yellow CLR Volunteer Trucker Hat. Please wear this hat and safety vest so you can be easily recognized as an official CLR Volunteer!

As a volunteer, you will act as a quasi-ambassador of the Cascade Lakes Relay and will be looked at as such. Please be kind, courteous and conscious of your surroundings and the land you are on. Please communicate clearly, constructively and assertively with everyone you are in contact with including participants, the public, motorists and residents. Use sound reasoning and patience out on the course. It can be a very trying situation! Do your best to be clear and courteous, yet firm within the scope of your assigned duties. And remember, you're providing a great service to your fellow team members and other participants that they will appreciate very much!

You are a volunteer, and it is not your responsibility to give penalties/disqualifications, talk to the media, etc. If you believe a penalty should be given, nicely and firmly tell the team that you will be reporting the incident to the Race Directors and then find the nearest Race Official to report the incident. The Race Official will make a decision regarding penalties/disqualifications and notify the Race Directors. Please direct all media, public safety personnel, questions, etc. to the Race Directors.

Please DO NOT stop cars of race participants or traffic of the public. Your role is to warn, advise, and act as a mediator between traffic hazards and participants.

Volunteer Checklist:

- Try to find a co-volunteer to carpool with.
- Review your driving directions before you leave and print out directions from Google Maps – very important!
- **Leave home early! Be at your assigned location 15 mins before shift.**
- Review the Race Guide and Race Map (linked on our website) so that you can help answer questions and make sound decisions during the race.
- Check-in with a Race Official to receive your volunteer trucker hat and ensure your team/charity is given credit for your time.
- Think about the time of day you are scheduled to work (i.e.) nighttime; bring a flashlight, coat, etc.; daytime: bring sunglasses, sunscreen, etc. Having something to eat/drink is highly recommended. (See the List of Suggested Items above). **NO ALCOHOL**
- Be mentally prepared to experience a sharp learning curve starting with some uncomfortable confusion, ambiguity, and – at times – possibly unfamiliar, chaotic situations.
- **REMEMBER: Do not stop public traffic! You do not have the authority to do so. Please direct CLR event traffic once in the Exchange Point area to maintain a safe and efficient exchange point.**

VOLUNTEER ASSIGNMENT LOCATIONS

RACE START: *Diamond Lake Resort*

Please report to the START line area 15 mins prior to your assignment time. Please check in with the Start Line Coordinator at the Registration Tent, and he/she will assign you a specific job at that time. We will be starting teams in waves of 10-20 teams, spread out through Friday morning between 6:00 am to 11:00am.

EXCHANGE POINTS: Report to the Exchange Point that you have been assigned to approximately 15 minutes before your “Start” time. Exchange points are managed by 6-8 volunteers and Major Exchange points have 10-12 volunteers. Your main job function at an exchange point is to direct van parking, keep access to the exchange point parking clear, maintain a safe runner exchange area, monitor the use of recycling/garbage cans and **clean up the exchange point after the last team passes through.**

RACE FINISH: *RiverBend Park, Bend, OR*

Please report to the FINISH line area 15 mins prior to your assignment time. Please check in with the Finish Line Coordinator at the T-shirt Tent and she will help assist you with your assigned job whether it is recycling/trash, parking control, or helping out at the T-shirt tent.

DRIVING DIRECTIONS: Please use Google Maps to obtain directions to arrive at each volunteer assignment. The link below will take you to the map. We have found that use of this system will provide you with specific directions from your own location.

Follow these simple instructions on how to use Google Maps:

1. Find your volunteer assignment according to Team name by going to the CLR website:
 - www.cascaderelays.com
 - [Volunteer info](#) on the right-hand side
2. Click on link below for Google Maps of CLR
3. Find and click on your assignment location in list of locations on left
4. Click on “get directions”
5. Enter your “starting address” and click “GO”
6. Print and drive!

Click on “Satellite” in the upper right corner to view your location from Google Earth.

Click on the link below or copy and paste into your web browser:

<https://www.google.com/maps/d/u/0/viewer?mid=1rTHC6Y526ceDDwRjgyQHi3FtW0I&ll=43.46257317911586%2C-121.5940895&z=8>