

## 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 Spokane to Sandpoint Relay a safe and fun event! We realize the importance of having dedicated volunteers, and we thank you for your time, dedication, and energy, and in recognition of that, **ALL** S2S volunteers are invited to join participants for a complimentary beer at the finish line this year!

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 four-six 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 email us at [info@nxnwrelays.com](mailto:info@nxnwrelays.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	Direction to assignment (Google maps)
Sunscreen / Sun block	
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 the 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!

S2S Race Officials (wearing green STAFF shirts) 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. Please wear the safety vest provided to you so you can be easily recognized as an official volunteer!

As a volunteer, you will act as a quasi-ambassador of the Spokane to Sandpoint 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 so that you can help answer questions and make sound decisions during the race.
- Check-in with a Race Official to receive your vest and flag/lighted wand 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 S2S event traffic once in the Exchange Point area to maintain a safe and efficient exchange point.**