# Pretty Good Race Volunteer Instructions

The PGR course is a 5K (3.1 miles) distance over the trails of Schenley Park and is an out and back course (runners/ walkers go to the half-way point and return the way they came). The course is pretty compact and the half-way is about a 5 minute walk from the starting line. We will have 4 or 5 people from the CMU Radio Club positioned on the course to provide direction to the runners/walkers and provide communication to coordinate the race start, progress and finish. They will also be able to assist in case someone has an accident or emergency. We typically have around 80 runners/walkers participating. Keep in mind that we do not have exclusive use of the trail and so there may be other people running/walking/biking on the trail during our race.

There are **4 major areas to cover** at the start/finish line:
1. **Preparing for the Race Start**
2. **Preparing for the Race Finish**
3. **Handling the Race Finish**
4. **Pack up and clean up at the end**

## Part 1: Preparing for the Race Start

**Dispensing Water at the Race Turnaround**: We need 1 or 2 volunteers to be stationed at the race half-way point to dispense water to runners/walkers as needed. A Radio Club member will also be stationed at the half-way point to provide communication about when the race starts (hopefully right at 4:30) and the race progress. Volunteers will need to take 2 or 3 jugs of water, some cups and a tray to the half-way point. Getting Radio Club members positioned on the course and the volunteer(s) at the half-way point is one of the first things we need to do. I will be occupied positioning people on the course and so the remaining volunteers will have to handle the other starting line duties described below.

**Assigning Roles for the Handling the Race Finish**: We have a number of roles to perform at the finish line and it helps to establish them first since there are some corresponding responsibilities for the race start. The 6 roles for handling the finish are:
a. **Time Keeper**
b. **Primary Scorer**
c. **Secondary Scorer**
d. **Tag Holder**
e. **Tag Holder Assistant**
f. **Server**

A brief description is provided next of what each of these roles should be doing in preparing for the race start. A detailed job description for each role is provided later in these instructions.

The **Time Keeper, Primary Scorer and Secondary Scorer** should prepare by learning how to operate the stop watch and how to use the time recording sheets (how to use

timing sheets is described below in the job description for each role). Once you figure out that and how you will position yourselves and work together at the finish, you can then consider how to lay out the chute and finish line area. There will be only about 15 minutes after the start until the first runner finishes.

The **Tag Holder, Tag Holder Assistant and Server** should handle registering people at starting line, assigning numbered tags and then reviewing how to collect the runners/walkers tags as they finish. **Very Important: We do not separate the tags of runners and walkers, we keep them all together in a single total order as they cross the finish line.** Once registration is done, you should then consider where you will locate the table with the water and water melon tray, somewhere out of the way after the chute is good.

<u>Registering Runners and Walkers</u>: The race is open to CMU people and friends, thus random people in the park cannot enter. Some runners/walkers have pre-registered and their entry forms will already have an assigned numbered tag attached. When they report in at the start, detach the tag and keep the entry form. Runners who register at the start should fill out an entry form. There are blank entry forms and pens in the box if they do not bring a form. The entry fee is $13 for those contributing to the Coach Award Fund and $8 if they are opting out of contributing. Mark on the form if they have paid and if cash or check. If they forget to bring the money, mark on the form what they owe and we can collect it at a later time. If someone does not have the exact amount and you can't give them change, mark on the form if we owe them money and we can settle later. Give them the next numbered tag available. Safety pins are in one of the race supplies boxes. Write a "W" on the tag for a walker so we can easily tell when the first male and female walkers cross the finish. **Very Important: Be sure to write the tag number on their entry form so we can match them up after they finish. If possible, have them write their name on their tag too.** After registration is done, someone should keep the money in their pocket since there may be non-CMU people around.

## Part 2: Preparing for the Race Finish

Note that I will be running in the race so you will have to use your best judgment if any questions arise. Some of the volunteers may have had prior experience with the race and can serve to answer questions.

<u>Setting up the Finish Line</u>: After the race starts, you will have around 15 minutes before the first runner will finish. You will need to set up a chute to queue up runners/walkers in order as they cross the finish. The mouth of the chute should be wider right at the finish line to allow for more than 1 person to cross the finish line at the same time. We cannot take up the whole width of the trail since we must leave some room for other people who may be using the park besides our SCS group. To build the chute, there are 6 orange cones, 3 for each side of the chute. Space the cones out appropriately. Place one of the aluminum reflector stakes in each cone. This provides you something to now attach the rope to form the chute. You will find 2 sections of twine rope wrapped around a stick, look in one of the boxes or bags of race supplies for it.

**Setting up the Refreshments:** See the job description for the Server below.


# Part 3: Handling the Race Finish

**Time Keeper:** You operate the stopwatch to time the runners/walkers. You should stand at the finish line and call out the time as the runners/walkers cross so the Primary and Secondary Scorers can clearly hear you to mark their timing sheets. Before starting the race, try to acquire a backup time source (a watch or cell phone) in case some problem occurs with the stopwatch during the finish. When the race starts, have the Primary Scorer record the time on the backup time source in case you have to revert to using it if the stopwatch would fail for some reason. Ask me before the race starts if you don't have a backup time source and I will get one. I think I may have a second stopwatch that I can get for the backup time source.  [Note: We now have a second identical stopwatch so you can start it also at race start and have as a backup.]

**Primary Scorer:** You should have a clip board with a set of timesheets stapled together to use to officially record the times of each person who crosses the finish line. The timesheets each have several columns, each column representing 60 seconds. The first sheet begins with the column for those who finish at 15 minutes 0 seconds (15:00) through 15 minutes 59 seconds. It is highly unlikely that anyone can finish in less than 15 minutes. If someone finishes in say 15 minutes 36 seconds, draw a line though 36 under the 15 minute column. Then put a hash mark next to the 36. If more than 1 person finished at 15:36, than put another hash mark next to the 36 for each person. There should be an additional set or two of timesheets in the race supplies box or perhaps with your clipboard if needed for any reason.


**Secondary Scorer:** You should also have a clipboard with a set of timesheets stapled together. Your job is to record runners/walkers as they finish in a manner similar to the Primary Scorer (see above description for Primary Scorer).  However, instead of putting a hash mark next to a time on the timesheet, you will write the runner's/walker's tag number. You will probably not be able to capture every tag number on you sheet as they cross the finish, since it may be hard to see the tag or too many people are crossing to keep up. But that is OK. Your job is just to capture as many tag numbers as you are able since your timing sheets are used only to help partially validate the order of finish in case there is any confusion. The official race finish order and times are determined by later matching up the Primary Scorer's timing sheets with the Tag Holder's set of ordered tags. There should be an additional set or two of timesheets in the race supplies box or perhaps with your clipboard if needed for any reason.

**Tag Holder:** Your job is to keep the numbered tags together in the order of finish as runners/walkers cross the finish line. The Tag Holder Assistant will help you collect the tags as runners/walkers finish. **Very Important: We do not separate the tags of runners and walkers, we keep them all together in a single total order as they cross**

**the finish line.** There should be a large binder clip in one of the races supplies boxes/bags that you can use to hold the tags and ensure they stay in order.

**Tag Holder Assistant:** Your job is to help the Tag Holder collect the numbered tags as runners/walkers cross the finish line and ensure they are ordered according to finish time. If several people cross the finish at the same time, you may find it helpful to first put them in order in the chute and then collect their tags from them.

**Server:** You should set up the table with the water and watermelon. There are plastic cafeteria trays and a knife in one of the race supplies boxes/bags that you can use to cut up and serve the watermelon. Cut up some of the watermelon into slices, maybe 2 or 3 melons first and the others as you need them. Open the water jugs as you need them. One of the tables can be used to hold the water and tray of melon slices. Cups and trash bags can also be found in one of the race supplies boxes/bags. There are some folding steel frames that can be set up to hold a trash bag. Periodically check to see if more water or melon needs to be put out or the trash is overflowing. When you are not busy, help out wherever any of the others may need your assistance.

**Half-way Turnaround Servers:** The Radio Club person should be able to tell you when the last runner/walker has reached you at the turnaround. After that, you can return to the starting line to bring back the water tray, orange cone, etc. You may want to dump out any remaining water so you don't have to carry the weight. If you can collect up the used cups from the trail area, that would be great, but I will check the trail later in the evening too. It is about a 5 minute walk via the Panther Hollow Bridge to return to the start.

## Part 4: Pack up and clean up at the end

Once I cross the finish line, I will start to pack up things we no longer need and get them to my car and begin to clean up. I will haul the trash home with me and separate out the plastic for recycling there.

## Part 5: Done

Go to the post-race TG in Newell-Simon Atrium and have some fun. Thanks to all of you!!

Dirk Kalp                                                              Updated 9/3/14