

MONTANA CUP RACE DAY VOLUNTEER LIST
SATURDAY NOVEMBER 1ST, 2008

RACE DAY POINT PERSON -- LEAD VOLUNTEER: Bob Johnson (555-8385 CELL or by radio)
Bob WILL BE AT THE "BASE CAMP" AT THE FINISH AREA
ALL INCIDENTS / UPDATES ON THE COURSE SHOULD BE REPORTED TO HIM

A. Power Source -- arrive by 11:00 am

Set-up between the tent and the food trailer, as indicated on the map. Extension cords and power strips?

Pam Johnson

B. Parking Coordinators -- arrive by 9:45 am or 10:00 am at the latest

People should be directed to park in the lower areas first (except for volunteers who are bringing equipment up to the finish area). Please try to conserve space by having people park close together and nice and orderly. The second parking area is just along the right hand side of the road between the starting line and the finish area. The first person up to this area should park just behind the port-a-potties, the next person will park just behind that car, etc. Vans will work fine, but hopefully we won't get any buses. We will keep a turn-around area clear for people in the finish area. When race time approaches, we have to keep all vehicles off the course -- hold them down below, at least until the runners pass.

Larry & Maury Johnson (also 0.5 K course marshal)

C. Packet / Registration Team -- arrive by 9:45 am or 10:00 am at the latest

Registration will take place in the tent at the finish area. We will have tables, chairs, pens, forms, money box, pre-stuffed registration packets, and extra jerseys, numbers, "Ms and Js", power bars, and packets for race-day entries.

Once runners have filled out their forms, the information needs to be written onto the bib number. Also, be sure to work with Jeff Thomas to get him all of the late entry data before the races start. Runners should be reminded to pin the numbers to the front of their jersey, but NOT to pin the tear-off portion of their numbers to their jerseys -- also, to affix the "M and J" stickers on the backs of their jerseys if they are masters or junior runners (masters are 40 and over -- juniors are 19 and under.) On the race packets, I have highlighted masters runners ages in yellow, and junior runners ages in blue, and put the appropriate sticker in the packet. By the way, race numbers are assigned just in the order that they come in (males and females are mixed together).

Karen Johnson, Jennifer Johnson, Shannon Johnson, Tammy Johnson

D. Course Marshals -- arrive by 11:00 am

Course marshals will direct runners at each of the intersections -- there will also be signs, which have already been made. Marshalls will also monitor the race for any problems (especially medical issues). If problems arise, they will report back to base with a radio or cell phone. There will be an ambulance at the event, and hopefully one EMT on the course. Marshals can also carry digital cameras if they would like to, and if it doesn't interfere with their primary duties -- we will be collecting photos in the days and weeks after the race. Note that there are three gates on the course. There is a blue gate just a couple hundred meters into the course. This will be tied open for all of Friday and Saturday. The second gate is at 2K, and no longer has a lock on it. The third gate is just a couple hundred meters before the finish line (at around 5K). It has a combination lock on it -- I will give the Johnsons the combination.

The BLM asked us to make sure no vehicles or livestock pass through the 2K or 5K gates. I was told by Dolly Johnson that the livestock should all be secure, so really we're just making sure no cars drive through the 5K gate.

Laura Johnson (0.5 K marshal, also traffic control person)

Steve Johnson (1.5 K)

Keith Johnson (2 K marshal & gate monitor, & will also help with set-up)

Russ Johnson (2.2 K)

Carolyn Johnson (2.6 K)

Samantha and Cass Johnson (3.2 K marshal & gate monitor)

Spotter / Striker Team to verify 2nd lap (top of second hill, near 2 K)

Have striker sheets for both the women's and men's races, but they will need to be updated with race day entries.

One volunteer will read the bib numbers of runners as they pass, and the other will "strike" them off the sheet, to confirm that the runner did the second loop of the course. After each race, the results should be called in to base.

Jim & James Johnson

Finish Line Striker Team, to ensure all runners are accounted for

A second set of striker sheets will be available for a volunteer at the finish line to ensure everyone is accounted for.

This will assist our course sweeper in knowing whom to look for. Ann Johnson

E. Announcer -- arrive by 10:00 am

We will have a PA system WITH music. The announcer will be at the finish line area. She will welcome the runners to the event, thank our sponsors, and periodically give announcements and instructions (time to race start, etc.). She will also announce runners as they come to the finish, as was done in Pipestone. She will have a list of bib numbers, names, cities, and ages (masters, open, or junior). She may need an assistant to help her spot the runners.

Robin Johnson

F. Start / Finish, Timing, and Results Team -- arrive by 11:30 am at latest

1. Starter -- make sure pull tags aren't pinned to the tear-off portion -- make sure the course is clear -- second gun if someone falls -- we need to devise a fair system for assigning teams to alleys -- make sure the timers are ready

Bill & Gigi Johnson

2. Timers (2) the primary timing system will be by computer, but we will use print-out timers as backup.

. Britt & Kelley Johnson

3. Chute Workers

a) "Pickers" to sort out close finishers & Tag Pullers

These volunteers will make sure runners line up in the chute in the correct order. They will also pull the tags for the runners and hand them back to them. The runners will then carry their tags to the end of the chute and give them to Amber/Johnson. Pam Johnson, Tammy Johnson, Lisa Johnson

b) Chute Monitors / Walkers (in case people collapse in the chute)

Jeff Thomas does not anticipate collapsing runners in the chute, but if it happens, Aimee or her family members will walk through the chute in their place. They will make sure that runners in need of medical attention are attended to, and just be present if an unexpected need for a volunteer arises. Aimee Johnson family (4)

c) Tag Collector / Tag Runner

ONE volunteer will be taking tags from the runners and putting them on a wire spool (obtained from Jeff Thomas).

The other volunteer will be assisting with this process -- when a spool is full, for example, she can get the first volunteer set up with another one, and transport the first spool to Jeff. Kelli Johnson, Amber Johnson

4. Computer Operator Jeff Johnson

5. First Assistant for Jeff. Push a button on a computer when each runner passes the finish line. Connie Johnson

6. Second Assistants to Jeff, for Results and I.T. work -- if needed Scott Johnson

7. Video Operator -- arrive by 11:30 am at latest -- pick up camera, tripod, and instructions sometime this week from Pat. Record the start, and let it run while transporting it to the finish. This will be a backup timing system. Repeat for the men's race (there is a second memory card). Please also record the awards ceremony if memory left. Pat will have his laptop, for downloads and replay on a bigger screen if needed. Mick Johnson and daughter

G. Lead Mountain Bikers -- arrive by 11:00 am if not yet familiar with the course, 11:30 at latest

Stay within sight of the lead runners, but also leave them some room. Provide no interference or assistance other than keeping them on course. Ed Johnson (women's race); Scott Johnson (men's race)

H. Course Sweeper -- arrive by 11:00 am if not yet familiar with the course, 11:30 at latest

The course sweeper will follow the runners on a mountain bike, to ensure everyone completes the course (or otherwise finds their way back to the base area if they wish to drop out). Jane Johnson

I. Photography -- arrive by 11:30 am at latest

Focus on the start, at the 2 mile mark, and at the finish. We will try to get some other photos of the climb and descent. The *Johnson Vision* cameras should go out on the course (somewhere on the climb / descent portions), as we will already have footage of the start and finish.

1. Still Photos -- Talia Johnson -- will use Marta Fisher's camera

2. Start / Finish Video -- Mick Johnson and daughter -- will use Pat's camcorder -- if they can capture the awards ceremony too, that would be nice

3. Event video -- Johnson Vision (2)

J. Refreshments

Doug Johnson and the Helena Johnsons' Club (chili, fixings, beverages)

Rolls & Fruit donated by Johnson County Market

Bob, Ann, and others are bringing water jugs

K. Door Prizes -- Bob Johnson during breaks at awards ceremony

L. Medical

Scott Johnson has arranged for a St. Johnson's ambulance (11:00 - 2:00)

Shannon Johnson, EMT