

TOP OF ZION RELAY

VOLUNTEER CAPTAIN INSTRUCTIONS PACKET

WE LOVE OUR VOLUNTEER CAPTAINS, THE FACE OF THE RACE!

Thank you for getting involved!

Dear Volunteer Captains,

We cannot thank you enough for serving as a Volunteer Captain for the Top of Zion National Parks Relay! This year is going to be better than ever, and we are so excited for you to be part of this amazing adventure!

Now that you have registered as a Exchange Captain please make sure you have picked a station at which you can manage. Stations are available on a first come, first serve bases so hurry and pick your spot!. We have stations that need to be filled throughout the day and night all along the course ranging from 3 – 6 hours. If you have a preference of where and when you want to be, make sure you sign up quick for your station. You can do so here:

<https://www.comevolunteer.com/events/12213-top-of-zion-national-parks-relay/volunteer>

To help yourself prepare, we encourage you to read this Volunteer Captain Instruction Packet, the Race Guide and the Volunteer Captain Page found at topofzion.com/volunteer.

Please note that a **Volunteer Captain orientation meeting will be held at the packet pick up, for the Full/Sleep/Ultra Relay, Thursday evening at 8:30 pm at the Rim Rock Inn Patio (start line of the race)**. At this meeting you will be able to pick up your packet, go over rules, maps, assignments and ask any questions. While this meeting is **NOT** mandatory, this is a good time to pick up your packet, ask questions and be part of the fun! If you are not able to pick up your packet, you can have a team member pick it up or we will drop it off at your exchange when we check in the first Volunteer Captain at that exchange spot. If you will be taking over for a Volunteer Captian, the previous Volunteer Captain will then have your bag if you didn't already pick it up and will be expected to pass on any information needed to help you take over and carry out your responsibilities.

What you receive at packet pick-up:

- Top of Zion's Volunteer Captain Instructions Packet
- Official Shirt that must be worn while volunteering
- Cowbell to help cheer on the runners
- Top of Zion car decal to show off!
- Finisher medal because we couldn't have done it without you!
- Goody bag full of coupons and information.

If you are unable to attend the Volunteer Captain orientation meeting, please review this packet along with all the information on the volunteer website page found at <https://topofzion.com/volunteer>. We also ask that you review the digital race guide found at <http://topofzion.com/captains-corner> and be familiar with the course, medical information, gas stations information, the rules and your duties as an Volunteer Captain. You may even consider printing yourself a copy of the Race Guide so you have all the information handy, or download it on an electronic device that you bring with you to your exchange and can access the information as needed. Again, you can find it at <https://topofzion.com/captains-corner/>. Feel free to contact the race director, Ellen Mueller at ellen@topofzion.com for any additional questions.

If you are not able to show up for your station that you signed up for please find a substitute and let us know. If you or your substitute do not show up your team may be **disqualified** unless they either pay the opt-out fee or remedy the situation.

Top of Zion could not be as awesome without our dedicated army of fun Volunteer Captains. Thank you, thank you, thank you!!! Volunteer Captains become the face of the race and out on the long road, your exchange is an oasis of fun and hopefully (if you read up on your packet) a wealth of knowledge. Thank you! Top of Zion Relay

VOLUNTEER CAPTAIN INFORMATION

Volunteer Captain Requirements and important information

- Each team will need to provide 1 Volunteer Captain for the race or pay the opt-out fee. Van drivers do not count as Volunteer Captains. All Volunteer Captains must register and sign the release and waiver at <https://www.comevolunteer.com/events/12213-top-of-zion-national-parks-relay/volunteer> which can be found at topofzion.com/volunteer under the Volunteer tab. (see sample release and waiver below). We cannot guarantee correct shirt sizes for Volunteer Captains that register after one month before the race.
- Each volunteer must sign up for their preferred station found here: <https://www.comevolunteer.com/events/12213-top-of-zion-national-parks-relay/volunteer>
(Volunteer assignments are on a first-come, first-serve basis, so please sign up early for the assignment that you want! Please note that we cannot guarantee you will receive the assignment. To view Course Maps go to: <https://topofzion.com/top-of-zion-course> .
- Each Volunteer Captain will be emailed prior to the race with their
 - Official assignment: Time & Place
 - Volunteer Packet and Race Guide to review and understand.
- Volunteer Captains MUST
 - Be 16 years or older and have a valid driver's license
 - Provide own transportation to and from assigned location
 - Wear Volunteer Captain t-shirt while at assigned location
 - Be physically able to perform assigned duties
 - Be willing to fulfill entire shift at an assigned location and
 - Provide own food, drink, sun block, chair, & shade during shift.
- The Volunteer Captain assignments are up to 6 hours in length but most likely less depending on the assignment. You may leave when the last runner passes or the next volunteer takes over.
- Please arrive 15 minutes early to your assigned location to ensure you are ready when the first runners pass by.
- All Volunteer Captains are invited to the finish line party on Saturday at the Clear Creek Family Ranch from 9 am – 9 pm. Come enjoy the DJ, delicious food, a ginormous slip 'n' slide, snow cones and of course, cheer as teams cross the finish line.

Volunteer Duties -General Information

SAFETY: Top of Zion's No. 1 concern!!

- Please ensure vehicles park in designated areas and runners are safe at all times.
- Remind Runners to wear their required reflective safety vest from 7 pm to 7 am, as well as a head lamp and blinking back light.
- It is not required, but we suggest that you have a first aid kit or other emergency supplies such as a blanket and extra water that you can keep in your vehicle in case of an emergency. Team vehicles are responsible for supporting their teammates and they have also been asked to supply a first aid kit for every vehicle.

EXCHANGE LOCATION PROTOCOL: You are in charge of your locations, so do your best to ensure things run smoothly. Ultimately, if people are keeping the rules, people will be having fun!

- It is your responsibility to keep the exchange zone clear and safe for runners. Exchanges should be safe and legal (i.e. if teammates are making an arm bridge for runner to cross under etc. . . this is perfectly fine and fun. If there is a problem do what you can to solve it in a diplomatic way such as keeping runners from hanging out in the road.
- Check-in with the race director or other race officials as needed and as cell phone reception allows. See race guide for contact information.
- Please note that we may ask you to move locations, at the last minute, if we need your help at an exchange down the road.

PARKING:

- Please ensure vehicles park in designated areas only
- We ask you to determine the best parking situation and recommend that to team drivers
- Stop traffic so runners can cross safely. Remember that you are a Volunteer Captain and not traffic officials. You may not order anyone to stop, but a little friendliness will go a long way in getting drivers to cooperate.

GARBAGE:

- Please gather any trash left in the area. All runners are expected to pack out their own trash, but if anything is left behind, please help us keep our beautiful lands clean and respectful.

LAST VOLUNTEER CAPTAIN STANDING:

- If you are the last Volunteer Captain, at any given location, please do your part to make sure the site is clean.
- When the last runner has passed, place all race supplies next to cone for later pick up by race sweepers and then you are free to leave. Please make sure everything remains on site including check off list for clean up crew.
- As you depart, please consider stopping at exchange stations along the way & check-in on your fellow Volunteer Captain still on assignment. See if they need anything and give them a cheer!

RACE GUIDE & COURSE LEG MAPS:

- All Volunteer Captain will be emailed the digital Race Guide in advance of the race. Please review the guide so that you know the rules and course well. You will be asked many questions all of which will be in the Race Guide and your volunteer packet.
- Please also review the course map and leg maps found at: <https://topofzion.com/top-of-zion-course>

VOLUNTEER SUBSTITUTIONS:

- If you cannot fulfill your assignment, you may find a replacement.
- Please contact us as soon as possible at ellen@topofzion.com to notify us of your replacement and to give us the new name of the volunteer and their phone number and email.

Supplies/Packing List

REQUIRED:

- **Full tank of gas**
- **VOLUNTEER CAPTAIN PACKET & RACE GUIDE (DIGITAL OK)**
- **Volunteer Captain T-Shirt**
- **Camera to take lots of pictures of the runners, you and others**
- **Extra warm jacket** for night shifts, rain jacket for inclement weather, gloves
- **Flashlight or head lamp** for night shifts
- **Safety Reflective Vest**
- Pen & Clipboard to fill out information on exchanges

SUGGESTED:

- Folding chair
- Sun umbrella or pop-up canopy
- Hat, sunscreen, sunglasses
- Bug spray
- Cell phone
- Sack lunch/snacks, water
- Reading materials
- Toilet paper (just in case port-a-potty runs out)
- Fun stuff: water shooters, mega phones, candy, decorations, glow sticks, otter pops.
 - (These will be especially helpful if you are looking to win the Most Enthusiastic Volunteer Captain contest with a cash prize!! See more details later in packet)

FORBIDDEN

- Alcohol

Most Enthusiastic Volunteer Captain Contest

A fun and successful race starts with fresh and enthusiastic Volunteer Captain to rejuvenate hot and tired runners at every exchange! LET YOUR CREATIVITY SHINE THROUGH AT YOUR EXCHANGE with themes, costumes, music, mega phones, glow sticks, etc. Just have fun!! Runners will remember you and you will become part of a great memory for them.

Not only that, but every Volunteer Captain is automatically entered into the "Most Enthusiastic Volunteer Captain" contest. The winner of the contest will be announced via the Top of Zion Facebook page after the race where each team will vote which exchange/ Volunteer Captain was their favorite. Winners get a cash prize mailed directly to you! So get your game on, be the awesome Volunteer Captain our Top of Zion Warriors need and win!!! (Don't forget to "Like" the Top of Zion Facebook page so you can see if you won!) <https://www.facebook.com/Topofzionrelay>

After the relay is over, you will see a post that says:

WE LOVE OUR VOLUNTEER CAPTAINS!! PLEASE VOTE HERE for your FAVORITE VOLUNTEER CAPTAINS by commenting below with your favorite Volunteer Captains!!! Include exchange number and Volunteer

Captain Name if possible. If you don't know, describe it the best you can!

Each person can vote three times.

Winners will get a cash prize and will be selected July 1st based off the number of votes received via Facebook and email!

1) Volunteer Captain Station: This assignment involves working at one of the 35 exchange points along the course. Some of the responsibilities include:

- Ensuring safety for runners, spectators and teammates
- Calling out participant numbers or team names as their runner approaches (Usually the runner will already be in place and ready)
- Tracking the teams coming into the exchange point on your sheet
- Staying in communication with race officials during the race
- Managing equipment (such as lights)
- Enforcing rules of the exchange point (rules found in Race Guide)
- (If needed) directing traffic in the parking areas as well as you can
- Keeping alert/aware of the needs of the runners, race vans, and traffic.
- Taking lots of pictures/video and engaging in interviews with the runners. Get testimonials and feedback for future use.

Being an Volunteer Captain is a pretty sweet gig. There's nothing better than being on the course and seeing runners exchange during all kinds of crazy hours! This may sound busy but mostly you will be working on your tan and having interesting conversations with runners. We appreciate your spirit of adventure and your help with this important part of the event.

2) COURSE MONITOR VOLUNTEER: There are certain points on the course where we will need people to monitor certain locations that are not exchange points. Each of these locations has special needs. We will contact you before the race to explain the details of your assignment and who your exchange leader will be.

Race Directors:

- Ellen Mueller (801) 809 3230
- Warren Mueller (801) 809 3250

Race Officials:

- Anne Simmons (801) 718 0556
- Bob Johnson (435) 627 1257
- Erynn Kerrington (801) 717 7808

Thank you

Thank you again! We could not do it without you. If you have any questions about your time as a Volunteer Captain, please do not hesitate to contact us by emailing ellen@topofzion.com or calling one of the numbers listed above.

We love you Volunteer Captains!! Thank you so much!!

Top of Zion Relay

2018 Top of Zion Relay Acknowledgement, Waiver and Release

ALL ATHLETES AND VOLUNTEERS MUST READ AND SIGN. PLEASE READ CAREFULLY BEFORE SIGNING THIS ACKNOWLEDGMENT, WAIVER AND RELEASE FORM (AWR).

I the undersigned, hereby acknowledge that a running relay is an extreme test of a persons physical and mental limits and it carries with it potential for death, serious injury, and property loss. I HEREBY ASSUME THE RISKS OF PARTICIPATING IN ANYWAY IN THE TOP OF ZION RELAY. I certify that I am physically fit, have sufficiently trained for participation in this event, and have not been advised otherwise by a qualified health professional. I hereby take the following action for myself, my executors, administrators, heirs, next of kin, successors and assigns, or anyone else who might claim or sue on my behalf, and I expressly acknowledge that it is my intent to take these actions: a) I AGREE to abide by the competitive rules adopted by TOP OF ZION RELAY, LLC. b) I AGREE that prior to participating in an event, I will inspect the race course, facilities, equipment, and areas to be used and if I believe any to be unsafe I will advise the person supervising the event, activity, facility, or area; c) I HEREBY WAIVE, RELEASE, AND DISCHARGE FROM ANY AND ALL CLAIMS, LOSSES, OR LIABILITIES (FOR DEATH, PERSONALLY INJURY, PARTIAL OR PERMANENT DISABILITY, PROPERTY DAMAGE, MEDICAL OR HOSPITAL BILLS, THEFT OR DAMAGES OF ANY KIND, INCLUDING ECONOMIC LOSSES AND/OR LOSS OR THEFT OF ANY ITEMS, WHICH ARISE OUT OF OR RELATE TO MY PARTICIPATION IN, OR MY TRAVELING TO AND FROM THE EVENT) THE FOLLOWING PERSONS OR ENTITIES: Top of Zion Relay, LLC. sponsors, race directors, employees, event owners, volunteers, all states, cities, counties, or localities in which events or segments of events are held, and the officers, directors, employees, representatives, volunteers, and agents of any of the above even if such claims, losses, or liabilities are caused by the negligent acts or omissions of the persons I am hereby releasing or are caused by the negligent acts of any other person or entity; d) I ACKNOWLEDGE that there will be traffic on the course route, and I ASSUME THE RISKS OF RUNNING AND PARTICIPATING IN THIS EVENT. I ALSO ASSUME ANY AND ALL OTHER RISKS associated with participating in this event including but not limited to falls,

contact and/or crashes with other participants, effects of weather including heat and/or humidity, defective equipment, the condition of the roads and railroad crossings, water hazards, and any hazard that may be posed by spectators of volunteers all such risks being known and appreciated by me, and I further acknowledge that these risks include risks that may be the negligence of the persons or entities mentioned above (in paragraph C) or other persons or entities; e) I AGREE NOT TO SUE ANY OF THE PERSONS OR ENTITIES MENTIONED ABOVE (in Paragraph C) for any claims, losses, or liabilities that I have waived, released or discharged herein; f) I INDEMNIFY AND HOLD HARMLESS THE PERSONS AND ENTITIES MENTIONED ABOVE (in Paragraph C) for any and all claims made or liabilities assessed against them as a result of; i) my actions or inactions, ii) the actions, inactions or negligence of others including those parties hereby indemnified, iii) the conditions of the facilities, equipment, or areas where the event is being conducted, iv) the Competitive Rules or v) any other harm caused by an occurrence related to the 2015 Top of Zion Relay event; g) I GRANT PERMISSION for the use of my name and/or likeness relating to my participation in the Top of Zion Relay event, and I waive all right to any future compensation to which I may otherwise be entitled as a result of the use of my likeness, h) I UNDERSTAND and accept that my entry fee is non-refundable under any circumstance.

In Addition, each of us individually (and/or as parent and/or guardian of a named minor) do hereby release, remise, waive and forever discharge the State of Utah, the Utah Department of Transportation, the Utah Transportation Commission, the Utah Highway Patrol, and their officers, agents, and employees from all liability, claims, demands, actions or causes of action whatsoever arising out of or related to loss, or damages and/or injuries, including death, which may result from my participation in the Top of Zion Relay, involving roads within the Utah State Highway system.

I HEREBY AFFIRM THAT I AM (18) YEARS OF AGE OR OLDER. I HAVE READ THIS DOCUMENT AND UNDERSTAND AND AGREE TO ITS CONTENTS AS ATTESTED BY MY SIGNATURE AS OF THE DATE HERE BELOW.

Signature _____

Printed Name _____

Under Age Consent

NOTE: FOR PERSONS UNDER EIGHTEEN (18) YEARS OF AGE, A PARENT OR LEGAL GUARDIAN MUST SIGN THE ABOVE AWR AND COMPLETE THE CONSENT DOCUMENT ATTACHED HERETO.

The undersigned (parent/guardian) the parent and natural or legal guardian of (minors name) hereby acknowledges that he or she has executed the foregoing AWR for and on behalf of the minor named herein. As the natural or legal guardian of such a minor, I hereby bind myself, the minor and our executors, administrators, heirs, next of kin, successors and assigns to the terms of the foregoing AWR. I represent that I have the legal capacity and authority to act for and on the behalf of the minor named herein, and I agree to indemnify and hold harmless the persons or entities mentioned in the foregoing AWR for any claims made of liabilities assessed against them as a result of any insufficiency of my legal capacity or authority to act for and on the behalf of the minor in the execution of the foregoing AWR or in the execution of this Consent.

I hereby authorize any licensed physician, emergency medical technician, hospital or other medical or health care facility (Medical Provider) to treat the minor named herein for the purpose of attempting to treat or relieve any injuries received by said minor arising out of or relating to the Top of Zion Relay event. I authorize such Medical Provider to perform all procedures deemed medically advisable in attempting to treat or relieve such injuries. I consent to the administration of anesthesia as deemed advisable during the course of treatment. I realize and appreciate that there is a possibility of complications and unforeseen consequences in any medical treatment, and I assume and such risk for and on behalf of myself and said minor. I acknowledge that no warranty is being made as to the results of any medical treatment.

Signature _____

Printed Name _____