

2018 KTA Trail Challenge CHECKPOINT VOLUNTEER GUIDE

Please bring the following items

- Folding/camp chair, cell phone
- Suggested: Insect repellent, sunscreen, rain gear

Summary of Checkpoint Duties

1. Set up checkpoint.
2. **Check off each participant's bib number as they come into the checkpoint.**
3. Ascertain the overall condition of each participant with regards to injuries, heat exhaustion, etc. Keep first-aid kits accessible for any participant that needs first-aid supplies (but do not 'play doctor' for them).
4. **Keep food and water supplies refilled.** If necessary, radio the Checkpoint Leader for more food/water.
5. Contact Radio HQ if there is a medical emergency (after calling 911 for a true emergency), if a participant drops out, or if not all participants pass through the checkpoint by the time the checkpoint closes.
6. Tell participants that miss the designated cutoff time that they cannot continue. **Take the FULL bib from them and alert HQ that they have dropped out.**
7. When the checkpoint is closed, give the Trail Sweeps the "Go Ahead". Then pack up everything and clean up any trash.
8. **The Checkpoint Crew Leader may not leave the checkpoint until (a) all participants are accounted for, (b) both Official KTA Trail Sweeps have arrived (c) they have radioed HQ an "ALL CLEAR," indicating that (a) and (b) have happened.**
9. Help the Logistics Coordinator and Water Marshal (if present) pack and load supplies, then head to the Finish Line for the picnic!

Set-up Instructions (for Checkpoint Coordinator)

1. The Supply Coordinator and Ham Radio Operator will meet the Checkpoint Coordinator 30 minutes before the Checkpoint opening time. Please help unload and organize supplies, and compare against the Material & Equipment List.
2. Position table(s) so that the participants can easily pick up food and water as they come through the checkpoint.
 - a. Set up water and sports drink at one end of the table, and food at other end of table.
Mix sports drinks as needed.
 - b. Cut bananas and candy bars in half **on an as-needed basis**, and keep in peels/packages to limit spoilage.
 - c. Set up trash bag racks and put in trash bags.
3. Train and position volunteers (see below).
4. Radio previous checkpoint and Radio HQ to test communications and announce that your checkpoint is open.

Operating the Checkpoint

1. The Checkpoint Coordinator will check in volunteers and provide them with t-shirts.
2. The Checkpoint Coordinator will assign 2 volunteers to 'check in' each participant 10 yards up the trail from the checkpoint.
 - a. The volunteers should cross off bib-numbers on the one-page "Bingo" sheet.
 - b. **Return the Bingo Sheet to Otter Creek Finish Line after the shift is over.**
 - c. NOTE: Radio Operators will **also** track participants as they move from checkpoint to checkpoint and through the Finish. They will also be using a copy of the Bingo Sheet.

EVENT SCHEDULE

50k Registration: 5:30 a.m. to 6:55 a.m.

50k Start: 7:00 a.m.

25k Registration: 6:30 a.m. to 8:55 a.m.

25k Start: 9:00 a.m.

Checkpoint #1: 7:00 a.m. to 10:00 a.m.

Checkpoint #2: 9:00 a.m. to 12:45 p.m.

Checkpoint #3: 10:00 a.m. to 3:30 p.m.

Otter Creek Gate Station: 10:30 a.m. to 4:30 p.m.

25k & 50k Finish: 7:00 p.m.

3. Remaining volunteers will (A) distribute food and water, and (B) assess the general condition of the participants:
 - a. **Maintain an ample supply of water, snacks, sports drink, etc. readily available at all times.**
 - b. All checkpoints rely on delivered water containers. If you need more water, contact the Checkpoint Coordinator.
 - c. Have the first-aid kit easily accessible to everyone (volunteers should ***not*** administer first-aid)
4. Managing Drop-Outs: If a participant chooses to drop out, **TAKE THEIR FULL BIB**, ask the Radio Operator to communicate the drop-out to Radio HQ, and **GIVE THE BIB TO THE FINISH LINE VOLUNTEER** at Otter Creek Campground when you come for the picnic.
 - a. **Checkpoint Coordinators should tell any participant that doesn't arrive at, and depart from, a checkpoint by the designated cutoff time that they cannot continue and must drop out. TAKE THEIR FULL BIB**, ask the Radio Operator to communicate the drop-out to Radio HQ, and **GIVE THE FULL BIB TO THE FINISH LINE VOLUNTEER** at Otter Creek Campground.
 - b. Participants who need a ride may need a cell phone to make arrangements. *Volunteers may, but are under no obligation to, provide transportation.*
5. You will also be the point of contact for the Trail Sweeps. Trail Sweeps will check-in with you to get their t-shirt and supplies. Trail Sweeps hike behind the slowest participant. Do not allow the Trail Sweeps to leave your checkpoint until the checkpoint is CLOSED. After the Trail Sweeps leave, ask the radio operators to communicate to the next checkpoint that the sweeps have departed.
6. **DO NOT LEAVE THE CHECKPOINT UNTIL THE LAST PARTICIPANT AND TRAIL SWEEPS ARE ACCOUNTED FOR. This is crucial so that we know if anyone is missing.**

Emergencies

1. First-Aid kits should be accessible. Volunteers may ***not*** administer or suggest/"prescribe" medications/first aid.
2. Know where you are so if you need to call for help you can describe your location.
3. Be aware of the condition of arriving participants, especially if it's a hot and/or humid day. **Participants that appear pale, weak, confused, or sick should be told to stop and rest.**
4. Emergency Medical Technicians in the local area are aware of the event. Call Radio HQ for help.
5. Call 911 first if a true **emergency**, and then contact Radio HQ.

Teardown Instructions

1. Let the next Checkpoint know that you are closed and that the sweeps for the next section have departed.
2. Clean up trash.
3. Checkpoint volunteers (**except the Checkpoint Coordinator and Radio Operator**) may leave after the designated close time.
4. **The Checkpoint Coordinator and Radio Operator may not leave the checkpoint until (a) all participants are accounted for, (b) both official Trail Sweeps have arrived and (c) they have radioed HQ an "ALL CLEAR," indicating that (a) and (b) have happened.**
5. **Do not leave the Checkpoint** until the *Official* KTA Trail Sweeps arrive.
6. After the Trail Sweeps arrive, if there is still a participant who has not passed through the checkpoint, radio Otter Creek Campground to discuss next steps. **If any participant remains unaccounted for after the Trail Sweeps arrive, do not abandon the checkpoint** unless and until Radio HQ directs you to.
7. If the Supply Coordinator arrives to pack up remaining supplies **before** the Trail Sweeps or final participants have arrived, keep one gallon of water, some snacks, and the first-aid kit at the checkpoint. Bring them to Otter Creek when you come for the picnic.

Material & Equipment Checklist Please ensure that your checkpoint has the following:

- Volunteer t-shirts & binder
- Tables (x 2)
- Canopy
- First-Aid Kit
- Pen, pencils, and erasers
- Clipboard
- Cups
- Trash bags
- Paper towels
- Water containers
- Aluminum foil
- Sports/electrolyte Drink
- Bananas (*cut in half as needed* & put on foil)
- Water
- Cookies, candy bars, energy gels & additional snacks (*cut in half as needed*; keep in wrappers)

Volunteer Location	Volunteer Arrival	Start	End of Shift	Teardown
50k Start (Pequea Creek Camp) Parking	4:45 a.m.	5:00 a.m.	7:00 a.m.	7:15 a.m.
50k Start (Pequea Creek Camp) Registration	5:15 a.m.	5:30 a.m.	7:00 a.m.	7:15 a.m.
25k Start (Susquehannock S.P.) Parking	6:15 a.m.	6:30 a.m.	9:00 a.m.	9:15 a.m.
25k Start (Susquehannock S.P.) Registration	6:15 a.m.	6:30 a.m.	9:00 a.m.	9:15 a.m.
CKPT #1: Pinnacle Overlook	6:45 a.m.	7:00 a.m.	10:15 a.m.	10:30 a.m.
CKPT #2: Lock 12	7:45 a.m.	8:00 a.m.	1:00 p.m.	1:15 p.m.
CKPT #2: Traffic Safety & Spotters	7:45 a.m.	8:00 a.m.	1:00 p.m.	1:15 p.m.
CKPT #3: Posey Road, SGL #181	9:15 a.m.	9:30 a.m.	3:45 p.m.	4:00 p.m.
Otter Creek Gate Station	10:15 a.m.	10:30 a.m.	4:30 p.m. (50k cut-off)	4:45 p.m.
Finish (Otter Creek Camp) Set Up & Coordinators	8:45 a.m.	9:00 a.m.	7:00 p.m.	7:15 p.m.
Finish (Otter Creek Camp) (t-shirts, water, medals)	10:30 a.m.	11:00 a.m.	7:00 p.m.	7:15 p.m.
Finish (Otter Creek Camp) Parking Shift 1	8:45 a.m.	9:00 a.m.	12:00 p.m.	
Finish (Otter Creek Camp) Parking Shift 2	11:45 a.m.	12:00 p.m.	5:00 p.m.	5:15 p.m.

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