

2018 KTA Trail Challenge FINISH LINE GUIDE

Please bring the following items

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

EVENT SCHEDULE

50K Registration: 5:30 AM to 7:00 AM

50K Start: 7:00 AM

25K Registration: 6:30 AM to 8:55 AM

25K Start: 9:00 AM

Checkpoint #1: 7:00 AM to 10:00 AM

Checkpoint #2: 9:00 AM to 12:45 PM

Checkpoint #3: 10:00 AM to 3:30 PM

Otter Creek Gate Station: 11 AM to 4:30 PM

25K & 50K Finish: 7:00 PM

Set-up Instructions (for Finish Line Set Up Crew)

1. The Supply Coordinator and Ham Radio Operator will meet the Finish Line Set Up Crew. 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 water, medallions, and t-shirts after they cross the Finish Line.
 - a. Set up trash bag racks with trash bags.
3. Train and position volunteers (see below).

Operating the Finish Line

1. The Volunteer Coordinator will check in volunteers and provide them with t-shirts.
2. The Finish Line Supervisor and Timing Board operator will assist PCS with timing and counting participants.
 - a. They should cross off bib-numbers on the one-page "Bingo" sheet.
 - b. Reconcile the Bingo Sheets from the checkpoints to ensure no one is missing at the end of the race.**
3. Remaining volunteers will (A) distribute water, medallions, t-shirts and (B) assess the general condition of the participants:
 - a. **Maintain an ample supply of water readily available at all times.**
 - b. Have the first-aid kit easily accessible to everyone (volunteers should **not** administer first-aid)
 - c. Direct participants to the Finish Line Picnic and the bus shuttle.

Emergencies

1. First-Aid kits should be accessible. Volunteers may **not** administer or suggest/"prescribe" medications/first aid.
2. 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.**
3. Contact Race Director if there is a medical emergency (after calling 911 for a true emergency).

Teardown Instructions

1. Make sure that every participant has been accounted for.
2. Clean up all trash.
3. Box up all remaining supplies and load into vehicles.

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

- | | |
|--|--|
| <input type="checkbox"/> Volunteer t-shirts & binder | <input type="checkbox"/> Tables (x 2) |
| <input type="checkbox"/> Participant t-shirts | <input type="checkbox"/> Canopy |
| <input type="checkbox"/> Finisher medallions | <input type="checkbox"/> First-Aid Kit |

- Pen, pencils, and erasers
- Clipboard
- Cups
- Trash bags

- Paper towels
- 10-gallon water container

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.
CP #1: Pinnacle Overlook	6:45 a.m.	7:00 a.m.	10:15 a.m.	10:30 a.m.
CP #2: Lock 12	7:45 a.m.	8:00 a.m.	1:00 p.m.	1:15 p.m.
CP #2: Traffic Safety & Spotters	7:45 a.m.	8:00 a.m.	1:00 p.m.	1:15 p.m.
CP #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	10:45 a.m.	11:00 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.

Contact number(s): **Joe Neville (717) 512-0704 cell**