

## 2018 KTA Trail Challenge REGISTRATION STATION VOLUNTEER GUIDE

### Please bring the following items:

- Appropriate clothing in case of cool or wet weather
- Suggested: Flashlight, insect repellent, sunscreen

### Summary of Registration Volunteer Duties

1. Check in with Volunteer Coordinator and put on your volunteer t-shirt.
2. Take your place at the Registration Station (there will be multiple lines, arranged alphabetically).
3. **Check off each participant when they arrive.** Make sure that gender/age matches appearance to help prevent accidental or unauthorized trades or switches between friends or family members.
4. Hand participant their corresponding race bib and direct them to the pins. **Instruct them to attach bib to FRONT of clothes only, and to leave the tag attached to the bib.** The timing volunteers will tear off the tag at the Finish Line – participants should not do this themselves.
5. Point out where a copy of the course map can be obtained on the registration tables, and let them know that detailed instructions are on the back.
6. **Tell participant that if at any time during the event they decide not to finish due to injury or otherwise, they must communicate this immediately to a checkpoint, to a Ham Radio operator, or to the sweep volunteers.** Otherwise, when they fail to come through the next checkpoint and/or the Finish Line (whichever comes first), we will not know what happened to them.
7. Participants that drop out are encouraged, after telling us that they have dropped out and giving their FULL BIB to a volunteer, to go to the Finish Line, have a bite to eat at the picnic, and collect their t-shirt.
8. Finishers will receive completion medallions at the Finish Line.
9. **No switches, trades, or last-minute registrations are allowed.**
10. All volunteers are encouraged to go to the Finish Line after their shift, to cheer on the finishers and enjoy the picnic!

### 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.

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

- |   |   |
|---|---|
| <input type="checkbox"/> Participant Registration/check-in sheets | <input type="checkbox"/> Pens                     |
| <input type="checkbox"/> Copies of course map                     | <input type="checkbox"/> Race Bibs (alphabetical) |
| <input type="checkbox"/> Safety pins                              | <input type="checkbox"/> Signs (alphabetical)     |

### SCHEDULE & CHECKPOINT LOCATIONS

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 Volunteers	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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