



THE
NORTH
FACE
ENDURANCE
CHALLENGE

AID STATION VOLUNTEER GUIDE

AID STATION VOLUNTEER POSITIONS

Aid Station Captain

Captains are responsible for volunteers at their respective aid station and responsibilities include:

- Frequent communication with the event staff via radio
- Assign aid station volunteer tasks
- Relay runner tracking information to Race Director
- Provide directional assistance

Aid Station Volunteer

Volunteers assist with aid station set up, maintenance and breakdown.

Responsibilities include but are not limited to:

- Tracking runners
- Providing directional support
- Distributing fluids and food

Select aid stations will also be responsible for the following:

- Pacer check-in procedure
- Drop bag organization and management
- Marking bibs (as directed)

AID STATION RULES

- No smoking is allowed at any of the Aid Stations
- Littering of any kind is strictly prohibited
- ANY AND ALL INCIDENTS MUST BE REPORTED TO RACE STAFF

Course Marshal and Road Crossing Guards

Course Marshals will be positioned at key intersections on-course to provide directional assistance to runners as they continue down the trails. In certain situations, course marshals will be on radio and/or stationed at road crossings and will be required to stop runners allowing traffic to pass.

Volunteers will protect runners at road crossings from oncoming traffic. With the exception of race starts, runners will ALWAYS be stopped when vehicles are present. Vehicles will NOT be stopped for runners.

PACER INFORMATION

If your Aid Station is a designated pacer location, ALL pacers will check in with the Aid Station. Pacer bibs & waivers will be provided.

When a pacer checks in, write the number of their runner on the front of the bib and **MAKE SURE THEY SIGN A PACER WAIVER BEFORE THEY CAN LEAVE THE AID STATION.**

RULES FOR PACERS

- Pacers are not allowed on the course prior to mile 27.0
- Pacers cannot meet runners at locations other than those designated
- Pacers must check-in with the aid station captain and sign a release waiver before joining their runner
- Pacers may only meet runners within a **100 foot** radius of the designated aid stations
- A traffic cone will signify the allowable parameters for pacer assistance
- Pacers must wear the provided pacer bib at all times
- Pacer bibs must be visible on the outside and front of clothing
- Runners can be accompanied by only one pacer at a time
- No "muling" (carrying runner's gear or nutrition/fluids)
- No vehicular or bike pacing

AID STATION VOLUNTEER RESPONSIBILITIES

50 MILE DROP BAGS

Only 50 Mile participants are allowed to have a drop bag on course.

Drop Bag Organization/Management:

- Once the drop bags arrive, lay out a tarp and have a volunteer organize the drop bags in number order
- Lay out a second tarp with the provided sign reading "Drop Bags to Return to Festival"
- Once runners pass for the final time, remind them to put their drop bag on this tarp
- When race staff or a supply driver comes by the aid station, send any drop bags in this pile with them back to the Finish

CREW INFORMATION

- Crew access is only permitted at designated aid station locations (see pace chart and map)
- Crews must check-in with the aid station captain for direction on where to assist runners
- Crews may only assist runners within a **100 foot** radius of the designated aid stations
- A traffic cone will signify the allowable parameters for crew assistance
- Crews are limited to one vehicle per runner at designated aid stations
- No smoking is allowed at any of the aid stations
- Littering of any kind is strictly prohibited
- Runners are responsible for the actions of their crew

SET-UP REQUIREMENTS

All the supplies you need will be provided. See below for a list of set-up tasks for the aid station. A member of the Operations Staff will meet you in the morning to assist with set up. The following page has a list of all the equipment and supplies provided at the aid station.

BREAKDOWN REQUIREMENTS

Once the last runner has passed through the aid station, you may begin to break down. Each aid station will have either a **FULL** or **PARTIAL** breakdown and the operations staff will confirm for each aid station.

- If the coolers are no longer needed, they need to be rinsed and dried
- Pack up and **inventory** the remaining food items below
- Runner check-in sheets, pacer waivers and inventory sheets must be turned into the Operations Staff

Additional Aid Station Rules

- No smoking is allowed at any of the Aid Stations.
- Littering of any kind is strictly prohibited.
- ANY AND ALL INCIDENTS MUST BE REPORTED TO RACE STAFF

AID STATION VOLUNTEER RESPONSIBILITIES

SET-UP REQUIREMENTS

All the supplies you need will be provided. See below for a list of set-up tasks for the aid station. A member of the Operations Staff will meet you in the morning to assist with set up. The following page has a list of all the equipment and supplies provided at the aid station.

SERVING FLUIDS

- 7 ounce cold cups will be provided for SODA AND BROTH ONLY. No water or electrolytes will be filled in individual cups. All runners will receive a HydraPak SpeedCup at packet pick up to use on-site.
- Hot paper cups will be provided for serving broth and potatoes
- Unlike road racing, cups do NOT need to be handed out to runners
- Runners WILL have their own hydration devices and will need help refilling.
- Water may be poured directly from the gallon jugs into the HydraPak SpeedCup or the participants bottle or hydration device
- Electrolyte Drink will be mixed in the round coolers provided. Runners can go to round coolers and fill their own HydraPak SpeedCup and bottles. Volunteer to assist for speedier refill.
- Specific instructions for mixing the Electrolyte Drink is provided below. It is important that volunteers are aware of the portions for each fluid.

Hammer HEED Drink provides runners with hydration, electrolytes and carbohydrates.

MIXING INSTRUCTIONS: Only mix in designated 5 Gallon Cooler provided

- Stir in a 32-serving container of drink mix in the 5 Gallons of water
- Each serving is 35 calories

DO NOT ADD ICE - this will dilute and diminish the effectiveness of the fluid

- Use the coolers provided
- Only use one flavor per cooler
 - Use the entire contents of the cooler before making a second batch

HEED Lemon-Lime Nutrition Facts		
Serving Size: 29 g (Approx 1 Level Scoop or single serving) 1 Level Scoop: 47.0 cc = 3.2 Tbsp = 9.5 tsp		
	Amount Per Serving	% Daily Value
Calories	100	
Calories from Fat	0	
Total Fat	0 g	0%
Sodium	45 mg	2%
Potassium	25 mg	<1%
Total Carbohydrate	27 g	9%*
Sugars	2 g	
Protein	0 g	
Calcium		6%
Magnesium		8%
Manganese		25%
Chromium		20%
Not a significant source of total fat, saturated fat, trans fat, cholesterol, dietary fiber, vitamin A, vitamin C, and iron.		
*Percent Daily Values are based on a 2,000 calorie diet.		
Ingredients: Maltodextrin, Xylitol, Natural Flavor, Calcium Chelate, Potassium Chelate, Magnesium Chelate, Salt, L-Carnosine, Stevia, Glycine, Tyrosine, Manganese Chelate, Chromium Polynicotinate.		
Allergen Warning: This product is processed in a facility that also processes dairy and soy products. This product contains Xylitol.		



AID STATION VOLUNTEER RESPONSIBILITIES

SERVING FOOD

Organize food for easy access to runners.

- **Always wear gloves when serving or preparing food**
- The following nutritional items will be available to runners:

SATURDAY	
ITEM	PREPARATION & SERVING
Vegetable broth	BE CAREFUL/Prep on ground! Fire Extinguisher should be placed next to the pot when preparing broth. Add water and bullion to the pot and warm (see instructions on container for measurements). Serve in hot paper cups with ladle.
Bananas	Cut in half and place in aluminum serving tray with cover. Runners MUST use tongs; runners can not grab fruit.
Oranges	Quarter and place in aluminum serving tray with cover. Runners MUST use tongs; runners can not grab fruit.
Canned Potatoes	Drain and pour into soup broth to warm. Individual servings only. Serve in 7oz water cups.
Salt	NO SALT BOWL. Keep in salt container and pour as needed.
Chips & Pretzels	Individual servings only. Serve in 7oz water cups.
Skittles & M&Ms	Serve in 1oz individual serve paper cups.
Uncrustables	Cut in half and place in aluminum serving tray with cover.
Saltines	Individual servings only. Serve in 7oz water cups.
Electrolyte Gels	Place Gels on table. Replenish as needed.
SUNDAY	
Electrolyte Gels	Place Gels on table. Replenish as needed.

AID STATION SIGNAGE

- Place Aid Station distance signage where runners can see when either approaching or departing the aid station
- Make sure all volunteers are aware of the distance at the current aid station and the distance to the next aid station.
- Food Table Signage
 - Food Allergy Notices must be visible and placed on designated food and beverage tables.
 - Do not touch food with hands/Used provided tongs must be visible and placed in front of designated food items.
- Hand Wash Station/Volunteers must wear gloves signage must be present on all water stations.



AID STATION VOLUNTEER RESPONSIBILITIES - PERMIT REQUIREMENTS

HEALTH PERMIT REQUIREMENTS

Peanut Allergy Requirements:

- Serve items containing peanuts on a separate table & distinguish with signage
- Serve Uncrustables cut in half in serving tray with cover.
- **CHECK ALL LABELS FOR PEANUT ALLERGY WARNINGS**

General Food Service Requirements:

- **ALL VOLUNTEERS MUST WEAR GLOVES**
 - If Volunteer changes duties they will need to change gloves.
- No self-serve bowls of candies/snacks. Must be served in individual packets or single-serve cups.
 - Skittles and M&M's will be served in 1oz paper cups
 - Potatoes, Saltines, Chips & Pretzels will be served in water cups
 - Bananas, Oranges & Uncrustables will be served in covered aluminum trays with tongs
- **RUNNERS MAY NOT GRAB FRUIT**
- **NO HAND CONTACT WITH ANY FOOD**
- No salt bowl. Keep in container and pour as needed
- Fruit needs to be washed prior to serving
- All food must be protected and covered from flies
- Every aid station must have **HAND WASH STATION:**
 - Battery operated spout for gallon jug with extra cooler as basin
 - Soap and water must be available at station
- Must keep cutting board and utensils clean for food prep
- Use Clorox Wipes to clean up spills and keep cutting board/knives clean

AID STATION VOLUNTEER RESPONSIBILITIES

Runner Check-In & Tracking

SATURDAY: As the runners approach the aid station, one volunteer should be assigned to call out their bib number while another writes the bib number and time of arrival in the appropriate space on the check-in sheet. The sheet will be arranged by race distance.

When the top 5 male and female runners for each distance have passed through the aid station, relay the bib numbers to the race director via radio.

SUNDAY: With higher impact of participants in a shorter time period, the runner tracking effort should be focused on the front of the race and the rear. *Record the first 5 male and female runners through the aid station and relay the bib numbers to the race director via radio.*

Runner ID

Each group of runners can be identified by their bib numbers and colors. The following is the break down of numbers and bib colors for each group of racers.

DISTANCE	BIB COLOR
SATURDAY	
50 Mile	ORANGE
50K	BLUE
Marathon	PINK
Marathon Relay	RED
SUNDAY	
Half Marathon	YELLOW
10K	RED
5K	PURPLE

Directional Support

The aid station volunteers will be responsible for giving directional support to the runners. At each aid station, specific directions will be provided for each unique group of runners. Volunteers must be able to distinguish each group of runners by the color of their bib numbers and point them in the proper direction. The color of the bib correlates to the race distance they are racing. It is suggested that volunteers familiarize themselves with the course map for each distance.