



# BOONEVILLE BACKROADS ULTRA

10k/50k Relay/50k/100k/100mi

**September 3-4, 2022**

**Volunteer Information Manual**



First of all...**thank you!!!!**

The Booneville Backroads Ultra series is an event that could not take place without the hard work of many volunteers like you!

Volunteering at Booneville Backroads is a unique experience, and that experience draws people back year after year. It is our aim to make sure volunteers continue to have fun, build friendships, and see the difference that their work makes during this amazing weekend.

If you have questions or concerns before or during your volunteer experience, please contact:

Race Director

Brad Dains

[boonevillebackroadsultrabrad@gmail.com](mailto:boonevillebackroadsultrabrad@gmail.com)

(515) 290-7763 (mobile)

Please note: there are many spots on the course that do not have cell service. If there is an immediate need or concern, please find a safe area with cell phone service and contact the race director with the information above.



The top priority of this race is participant safety. It is our responsibility as volunteers and race staff to be sure that the runners have what they need at all times regarding all aspects of the event including:

- Hydration
- Nutrition
- Route directions
- Basic medical care
- Moral support

### **ICE (In Case of Emergency) Protocol**

In case of emergency, to ask questions, or to report incidents, please contact the Race Director. Please know the location of our aid station in order to relay any aid station questions or needs.

ALL VOLUNTEERS....

- **Must sign a volunteer waiver.** Please check-in at the registration area when you arrive at the Vermont 100 race start to sign your waiver, get answers to your questions, and get directions to your assigned post.
- **Will receive and should wear a volunteer t-shirt** throughout the time they are volunteering. Not only is it a great reminder of the experience, it also helps you be easily identified by runners and riders during the race. If you have not already told the volunteer coordinators or your aid station captain your t-shirt size, please do!
- **Have the ability to make a racer's day!** Whether after many miles of hard work or looking forward to a daunting day ahead, a smile or encouraging word from a friendly face can make a huge difference to a runner.



FOR AID STATIONS WITH DROP BAGS: Placing dropbags in an orderly fashion to be easily loaded back on the truck for the end of the event is part of closing duties.

The restock vehicle will circle back to take all supplies when the aid station is closed. You can leave everything that is not yours at the aid station location.

### **Aid station supplies**

Supplies will be at your aid station when you arrive, usually in Rubbermaid totes. There are coolers for cold items, and coolers and ice provided, but an extra cooler never hurts! There will be a Volunteer Handbook inside one of the totes, in a 3-ring binder. This handbook has all of the information you need to be successful running your aid station, including tips on food, instructions on timing runners, as well as general info about the event and some FAQs. Manned stations will be responsible asking each individual runner their specific needs at that time and making sure they have all been properly fed and hydration devices are filled.

Your supplies will also include a med kit with limited supplies for SELF care. We don't expect volunteers to give medical assistance – you can just hand over the kit to the runner or crew. Electrolytes, plates, cups (for hot drinks only), knives, etc. will also be included. Overnight aid stations will also get a camp stove, fuel, pots/pans for making broth/soup and hot beverages. You may want to bring an extra pot or pan as well as a few real plates or cutting boards for prepping food.

\*We are a cup-less race this year. Runners must carry a water bottle or cup to use at aid stations. Be prepared to pour drinks into their bottle/cup.

### **Aid station re-supplying**

Every station has an aid station captain who can contact resupply trucks. Resupply will travel in circles, BUT can come directly to you in an emergency. Please be sure to let your AS captain know of supplies that you are running low on to allow for ample time for supply trucks to deliver them before you run out. Please be proactive with requests while not over requesting to eliminate waste and being creative by offering alternatives to runners.

PLEASE NOTE: The restock truck has basics but does not necessarily have exactly what you may want.



### **For your own comfort, you may want to bring:**

- Chairs
- Pop-up tent cover for the aid station table
- Water bottle and snack food for yourself
- Sunscreen
- Layers for weather
- Headlamp (if you will be there overnight)

### **For the aid station, you may want to bring:**

- Extra cooler
- Extra pot and/or pan
- Extra cutting board or “real” plates for prep
- Extra camp stove
- Paper and pen for notes
- Decorations and lighting (such as white Christmas lights)
- Bluetooth speakers or boom box
- A special snack to make your aid station even more memorable!

### **Aid Station Captain Responsibilities**

The Aid Station Captains are responsible for the aid station crew. Aid station workers will look to the Captain for decisions and work assignments, and to model the spirit of the Booneville Backroads Ultra.

You are encouraged to come up with a theme for your aid station, and to decorate it in any way you choose. Your aid station is an oasis for tired runners, and anything you can do to help them both physically and mentally will be so appreciated.

All aid stations will be supplied with tubs that will contain everything that you need to set up and run your aid station, including volunteer t-shirts and extra volunteer waivers (if needed).

### **Captain Duties:**

1. Familiarize yourself with where the aid station is, how to get there, and transport time.
2. Set up and tear down of aid station (all materials will be waiting for you).
3. In your tub will be a short description of the section after your aid station, and mileage from your aid station to the next for both all runners. It is one of the most often asked questions.
4. Be sure your workers know what time and where to be on race day.
5. Assign tasks to your co-workers:
  - Runner check-in – record numbers on spreadsheet
  - Filling water packs/bottles
  - Providing needed food
  - Providing aid when needed (there are first aid kits at all aid stations for blister treatment, etc.)



- Organizing dropbags and helping runners find their dropbags (if applicable at your station)
  - Helping crews get what they need for their runners (if applicable at your station)
  - Cheering and mentally supporting runners
6. Notify race officials if you feel you have a runner who is not fit to continue, and their health is in danger.
  7. Be aware if your aid station has a cut-off time assigned. Race marshals will enforce this cutoff time.

### **Aid Station Worker Responsibilities and Tips**

#### Aid Station Objectives/General Tasks:

1. Record numbers of all runners as they enter the aid station.
2. Provide water and fuel to runners.
3. Familiarize yourself with different water bottle and hydration systems.
  - Some bladders will have a screw on opening while others have a slide on clip.
  - Make sure to properly “burp” the bladder of any excess air
  - Ask if the runner will be using powdered nutrition in their bottles and if any space is to be left at the top
4. Anticipate their needs and ask them as they approach the aid station:
  - “Do you need your water pack/bottle refilled? With water or energy drink?” (We are cup-less this year. Be prepared to fill runners’ bottles, and cups)
  - “What would you like to eat?” (Have food options ready to go. Sometimes it may be helpful to provide specific options. “Do you want fruit or peanut butter and jelly? Salty or sweet?” Many runners get fatigued and are better at answering very specific questions than general questions.)
  - “What can I help you with?”
  - “Do you have a drop bag”? (if applicable)
5. Encourage them! This is a TREMENDOUS boost to runners.
  - Cheer for them as they enter and leave the aid station.
  - Let them know that they look strong and are doing great.
  - Encourage them to keep moving and leave the aid station as quickly as possible, even to walk as they eat or drink.
  - Gentle encouragement is best – they often won’t be feeling great, so don’t let them dwell on the negative.
6. Give them basic directions (ONLY as long as you know for sure):
  - Out of the aid station
  - Where the next aid station is
  - How many miles to the next aid station
  - General course directions, i.e. “You’ll run through a little section of road and then hit a level B road”



7. Get them in and out of the aid station as quickly as possible. Unless they need some kind of assistance, keep them moving.

(There will be small laminated signs to post at the aid station with some of this information, exact mileage, miles to next aid station, cut-off time, etc.)

There will be times that your aid station is overwhelmed, and times when it is very quiet. It is important to go with the flow, and to try to remain calm. Use downtime to prep food or drinks, or ask captain for anything you are running low on.

**Please know that aid station volunteers are a huge influence on runners.** Your energy and enthusiasm will carry them through, and a mental boost is often needed just as much as physical support. Be enthusiastic, supportive, and energetic. That said, please take care of yourself. If you need a break, take one. You will be more help to runners if you keep your energy up than if you get too tired or run down to supportive.