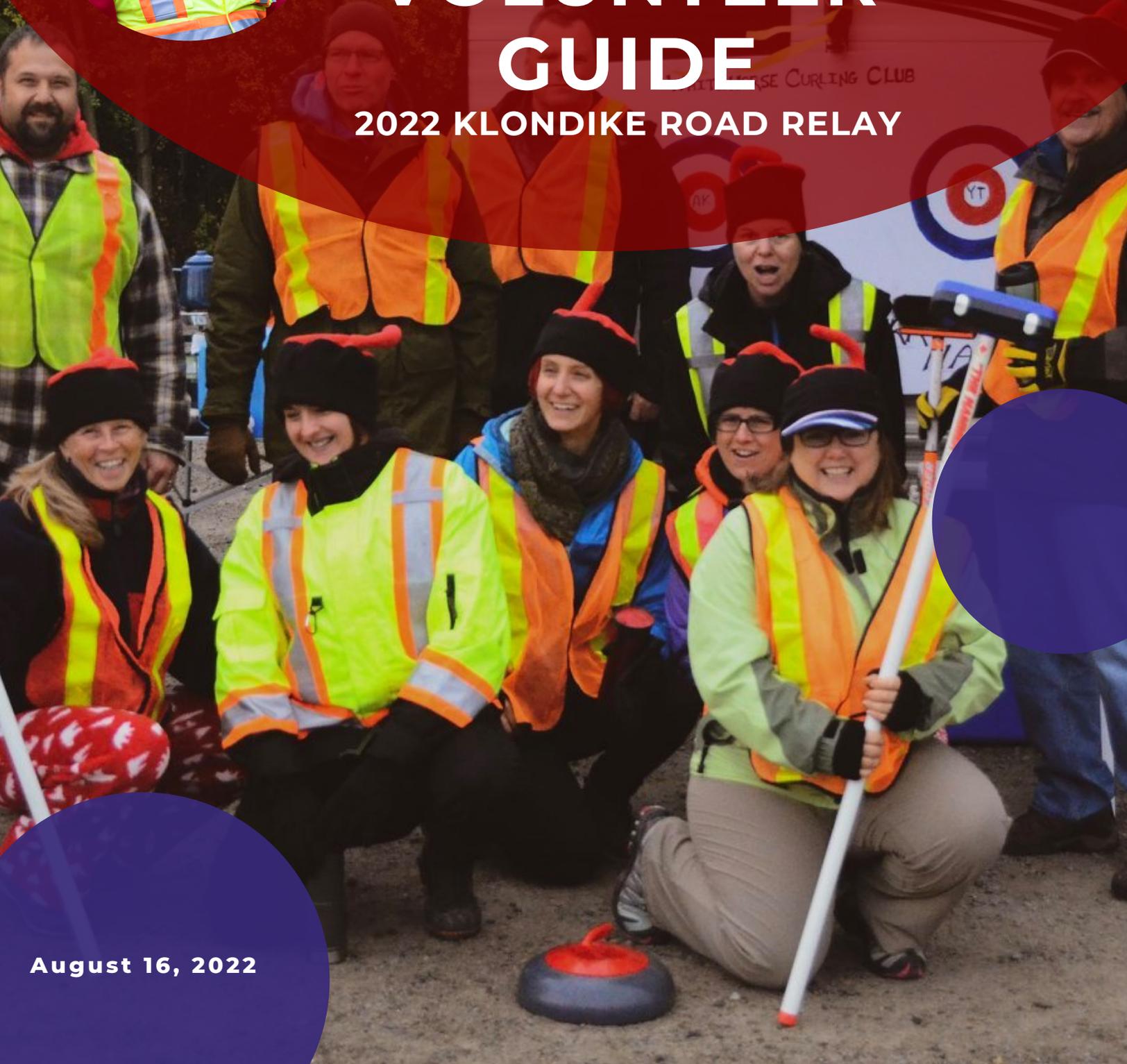




# VOLUNTEER GUIDE

2022 KLONDIKE ROAD RELAY



August 16, 2022

# Table of contents

|                              |    |
|------------------------------|----|
| Welcome message              | 03 |
| Meet the Volunteer Committee | 04 |
| Important Dates              | 05 |
| How to Sign up               | 06 |
| Volunteer Positions          | 07 |
| Volunteer Positions          | 08 |
| Dress for Success            | 09 |
| Weather                      | 09 |

|                            |    |
|----------------------------|----|
| Communication              | 10 |
| Wildlife                   | 10 |
| Safety                     | 11 |
| Party in the Park          | 11 |
| Important Checkpoint Notes | 11 |
| Pre Race Information       | 12 |
| Day of Race                | 12 |
| Checkpoint Information     | 13 |
| Race Checkpoint Times      | 15 |
| Sponsors                   | 17 |

# Welcome Message

Tracey Bilsky - Executive Director of Sport Yukon



Hey volunteers,

Thank you so much for dedicating your time to the 2022 Klondike Road Relay. Without your continued support, Sport Yukon would not be able to hold this iconic race valued by so many.

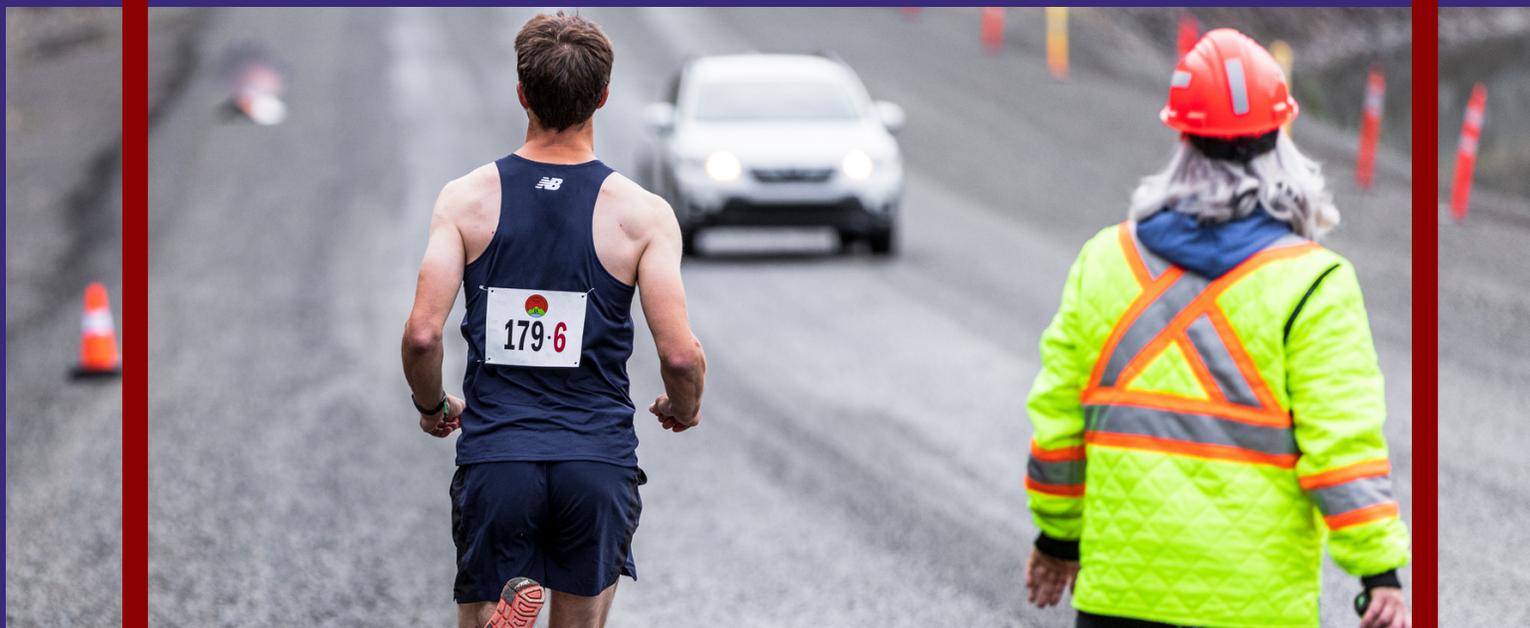
It is your enthusiasm and efforts that make the Klondike Road Relay what it is – a truly Northern experience.

We hope your time volunteering with us is rewarding, enriching and full of laughs.

See you on the road!

# MEET THE VOLUNTEER COMMITTEE

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## Volunteer Committee Lead

- Mike Draper
  
- Rebecca Parnum
- Darrell Johnson
- Lorraine Donovan
- Sharon Johnson

# Important Dates

| Date | Description |
|------|-------------|
|------|-------------|

- July 1, 2022

Volunteer registration - sign up to have four options for your thank you gift. After July 1, 2022, there is one option.



**Yukon Built Volunteer Swag Options**

Volunteers will receive a water bottle if they sign up after July 1, 2022

Choice between these items if you volunteer before July 1, 2022

- Toque
- Ball Cap
- Water bottle
- T-shirt
- True Colour

Checkpoint managers orientation and update

June 16 and August 31 (6:00)

- August 31, 2022 (6:30 p.m.)

Volunteer Appreciation Night at Coast Mountain Sports

- September 9-10, 2022

**RACE DAYS!**

Checkpoint Opening/Closing Times

See page 15

# HOW TO SIGN UP

## Two Ways

1. Receive a link from your checkpoint manager
2. Email [krrvolunteer@gmail.com](mailto:krrvolunteer@gmail.com) to get your volunteer assignment and sign up link



# Volunteer Information

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September 9, 2022 8:00 p.m. - September 10, 2022 7:00 p.m.



Thank you for agreeing to be up in the wee hours of the morning to direct racers and support vehicles. Without you, this event wouldn't be possible!

## Checkpoint Volunteer Positions

Please watch the **Checkpoint Volunteer How to video** - it provides an overview of each position throughout a checkpoint

<https://www.youtube.com/watch?v=9oXDZ6ezgyQ>

### 0.5 Km Caller (2)

- Is posted 0.5 kilometres out from the checkpoint
- Duty is to call the bib number of each runner coming into the checkpoint
- Radio to Participant Checker the bib number of the incoming runner

### Megaphone Yeller - Start of Chute (1)

- Is posted at the start of the chute and announces with megaphone the bib number of the incoming runner to the checkpoint officials
- No radio at this position

### FOB Person (1)

- Posted at the checkpoint and assists athletes at finish line
- Tell athletes where/how to dip the fob. (all runners carry a small timing device on a lanyard. At each station this is dipped into a timing station and handed to next runner)
- Checks new runner for required bibs and or lights

## Checkpoint Volunteer Positions continued

### Participant Checker (1)

- Posted at the checkpoint and receives bib number from 0.5km caller
- They call runner's bib number when they enter the checkpoint
- Has a megaphone and radio
- Checks new runner for required bibs and or lights

### Bib Number/Team Recorder (1)

- Posted at the checkpoint and records bib numbers in order they arrive
- Cross reference bib list with team sheet to track number of teams through.

### Timer (2)

- Is posted at the checkpoint and will work with the time recorder
- Using the time of day, the timer will communicate to the time recorder the time that each runner arrives at the checkpoint

### Time Recorder (2)

- Will work with the timer and note down the time of day that the runner arrives at the checkpoint

### Parking (6)

- Direct traffic to designated parking areas
- Keep start and end of runners chute clear of vehicles
- Do not allow parking or stopping in NO PARKING areas

### Checkpoint Manager (1)

- Recruits and communicates with volunteer team
- Liaise with Sport Yukon
- Floater-Fill in for breaks
- Incident Reports
- Responsible for equipment pick up and checkpoint set up/take down

### End of Chute (1)

- Posted at the end of the chute
- Ensure no interference with runners leaving the chute
- Has stop sign and directional lights for directing traffic

## Dress for Success

### Please bring the following items:

- Wear/bring warm layers
- Warm footwear
- Rain jacket, pants and umbrella
- Thermal mug
- Lawn chair
- Headlamp/flashlight for checkpoint
- Food/snacks
- Water Bottle (no water provided at checkpoints)
- Mitts, gloves, toque
- Passports, documentation, and ArriveCAN app (if you are crossing the border)



## Weather

While we all hope for a warm sunny day, be prepared for any type of weather. Remember, we will be in the mountains and weather can change quickly! The chance of any type of weather from freezing rain to raw fog is within the realm of possibility.

**Link to Yukon weather forecasts:**

[https://weather.gc.ca/city/pages/yt-16\\_metric\\_e.html](https://weather.gc.ca/city/pages/yt-16_metric_e.html)

## Communication - Two way radios

- There will be NO CELL SERVICE at some checkpoints.
- Each checkpoint is provided two walkie talkies. These are to be used at the 300 m out location and one at the checkpoint.
- Depending on the area, reception can be spotty so please test the frequency between 1km and the checkpoint and set up where you have a clear signal.
- Each checkpoint will have a Yukon Amateur Radio Assoc. person as a point of contact.

## Wildlife Response Procedure

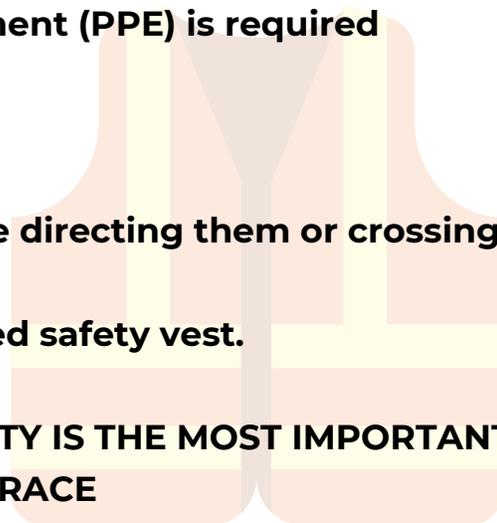
Safety is one of our core values and we want to deliver the safest possible event for every runner, volunteer, partner, and spectator. Wildlife, including bears, could be encountered on any stage of the relay and the wildlife response procedure outlines what is to be followed if wildlife or a bear is spotted near the road.

If you come across wildlife:

- Report all wildlife sightings to your checkpoint manager
- Be sure to make noise.
- Stand nearby other volunteers.
- Tune in to your surroundings.
- If you see a bear when driving to or from your posting, do not stop to view roadside bears.
- Do not approach wildlife. All wild animals are unpredictable even if they appear tame.

## Safety

1. **Wearing Personal Protective Equipment (PPE) is required**
2. **Keep heels to the ditch.**
3. **Stay on the shoulder of the road.**
4. **Do not interfere with traffic.**
5. **Make eye contact with drivers before directing them or crossing runners.**
6. **All volunteers must wear the provided safety vest.**



**VOLUNTEER AND PARTICIPANT SAFETY IS THE MOST IMPORTANT PART OF THIS RACE**

## Party in the Park

**Come join us at the finish line party in Rotary Park!**

- September 10, 2022
- Until 7:00 p.m.
- All ages are welcome
- Draw prizes
- Food
- Beverages

## Important Checkpoint Notes

1. **Mandatory – Runners can't leave checkpoint without bib on their front and back.** This has to be visible or easily accessible to show race volunteers and marshals if asked. If they decide to leave the checkpoint without the required gear, record their bib # on an *Incident Form* and pass the form along to the radio volunteers.
2. **LIGHTS** - All participants who are running between the times of 8:30 p.m. and 7:00 a.m. **MUST** have a front and back light attached to their body. Examples of this will be shown via video in June. Participants must provide their own lights and show checkpoint volunteers before starting their leg.
3. **If a participant arrives before the checkpoint opens, we hold them** until the checkpoint is officially open.
4. **All checkpoints MUST remain open** until checkpoint closing time or sweep tells you the last runner has passed. If you have runners who have not passed through by closing time, please let YARA communicate this to the sweep vehicle.

## Pre Race Information

**Checkpoint gear pick-up/drop off:** Checkpoint volunteers are responsible for picking up the checkpoint supplies from Sport Yukon and removing all of the supplies and any garbage from the checkpoint after it closes. A truck is needed to transport all the equipment. We will send you a sign up link for a time slot on September 8 or 9th. Please ensure all gear is dropped off behind Sport Yukon on Saturday September 10, by 8:00 p.m. or arrange a time with Sport Yukon.

**Highway Signage:** Mandatory highway signs must be set up on both ends of your checkpoint. A diagram will be provided on how to set up the signs along the shoulder. Ensure they are picked up with the other checkpoint gear. These are required for our Highway permits.

**Outhouse:** Outhouses will be provided to your checkpoint and will be set up earlier on race day. Extra toilet paper will be provided in your equipment bin.

## Day of Race

**Role of Race Marshal:** They are your go-to people for extra checkpoint supplies and to assist where needed. Their vehicles will be marked with Klondike Road Relay decals and they will be decked out in their Race Marshal attire. Please connect with your radio operator that will be stationed at your checkpoint if you need to get in touch with them. They will be checking in ahead of the runners.

**Sweep Vehicle:** This vehicle will be behind the last runner. They will pick up the half checkpoint stations.

**Radio and First Aid:** There will be a member of the Yukon Amateur Radio Association and a First Aid person set up at each checkpoint. We ask that those individuals introduce themselves to the Checkpoint Managers and vice-versa so you are aware of whom to go to in case of an emergency. Your radio person is there to communicate to the other checkpoints along the way.

**Generators:** Checkpoints #2, 3, 4, 5, 6, 7, will pick up a generator from Sport Yukon when you pick up your equipment. Gas is provided by Sport Yukon and can be picked up with checkpoint supplies.

**Light Plants:** Checkpoints #2, 3, 5, 6 will have light plants delivered to your checkpoint on September 9, 2022.

## Klondike Road Relay Checkpoint Information

**Half checkpoints (walking/youth)** will be set up on Friday evening. There will be small cheering teams at half-checkpoints.

**Checkpoint #7:** At Checkpoint #7, we will start the walking, youth, and adult running solo teams. The walking teams will start between 6:00 a.m. and 7:30 a.m. There will be a sign-in sheet provided for both starts.

Take a photo of sign in sheet and text it to 867-334-9445

Please have each team sign-in prior to starting the race. Use your phone as the time to start as that is what we use at the BC/YT border start as well. Start calling teams to the check-in 15 minutes prior to their start. They must sign off on the sheet before they can start.

Youth teams will have the same process and start at 8:30 a.m.

Take a photo of sign in sheet and text it to 867-334-9445

### **Checkpoint #10: MASS START**

All walking teams/categories will be started in a mass start at Checkpoint #10 if the Leg 9 participant has not arrived by 2:30 p.m.. Take a photo of sign in sheet and text it to 867-334-9445

All running teams/categories will be started in a mass start at Checkpoint #10 if the Leg 9 runner has not arrived by 3:30 p.m. Take a photo of sign in sheet and text it to 867-334-9445

Your team time will be adjusted at the finish line.

If your Leg 9 runner has not arrived at Checkpoint #10 by the close of the checkpoint at 4:00 p.m., no time will be recorded for your team.

**Set up and take down:** A drawing of your checkpoint will be found in your checkpoint binder to help with set up. A copy of the checkpoint opening and closing times along with an approximate set up time are also included. We recommend setting up in the daylight and camping out until your checkpoint opens so you aren't setting things up in the dark if you are an early leg. Your checkpoint must stay open until the last participant comes through your checkpoint. The Race Marshal will come to your checkpoint before opening to ensure proper set up.

## Timing

- Each team will be assigned a green timing fob. These fobs are to be passed along like a baton from runner-to-runner and are the teams official results. In addition to the teams assigned timing fob, they are required to record their individual times and any substitutions on their Blue Post Race Plan. We do not give out any extra timing fobs so if a team comes into your checkpoint without the fob, you can remind them to keep their leg times on their Blue Post Race Plan sheet.
- You will be provided a timing box and stand which will need to be tapped to a candle pylon in the timing area. Once a runner comes into the checkpoint, guide them to the timing device and help them insert the fob. Wait until it beeps before taking it out and have them pass it to the next runner.
- **Please do not tape anything to the reflective strip on the pylons as it damages the paint. Please tape above or below the strip.**
- You will be provided a sheet with all of the teams and their bib numbers.
- After the last person has come through your checkpoint, please give the timing box and any incident reports to the radio staff person at your checkpoint.

**Checkpoint Opening Times:** Each checkpoint is assigned an open and close time that corresponds with the race start times. If a participant arrives at your checkpoint before it opens, they must be held until the official opening time. The timing clock for the team will still be running.

**Do not let them start until the checkpoint opens.**

*WE MAY UPDATE THE OPENING/CLOSING TIMES A SMALL AMOUNT BASED ON TEAM ESTIMATED TIMES. WE WILL LET YOU KNOW.*

***NOTE: times are pushed back 1.5 hours from historic times to accommodate the post race party in the park.***

| CHECKPOINT | LOCATION            | ACCUMULATIVE DISTANCE  | OPENING TIME | CLOSING TIME |
|------------|---------------------|------------------------|--------------|--------------|
| START      | Skagway             | 0 k.m.                 | 8:30 p.m.    | 1:30 a.m.    |
| #2         | WhitePass Viewpoint | 14.0 k.m./8.8 miles    | 9:45 p.m.    | 3:15 a.m.    |
| #3         | Outhouse Hill       | 24.3 k.m./15.18 miles  | 10:45 p.m.   | 4:30 a.m.    |
| #4         | Canada Customs      | 35.5 k.m./22.2 miles   | 11:45 p.m.   | 5:00 a.m.    |
| #5         | Tutshi Lake         | 56.5 k.m./35.3 miles   | 1:00 a.m.    | 6:30 a.m.    |
| #6         | BC/YT Border        | 78.7 k.m./49.2 miles   | 3:30 a.m.    | 9:30 a.m.    |
| #7         | Carcross            | 104.3 k.m./65.2 miles  | 6:00 a.m.    | 11:30 a.m.   |
| 7B         | Spirit Lake Sign    | 111.3 k.m./69.16 miles | 6:30 a.m.    | 12:30 p.m.   |
| #8         | Emerald Lake        | 118.3 k.m./74.0 miles  | 7:00 a.m.    | 1:00 p.m.    |

|                  |                           |                         |            |           |
|------------------|---------------------------|-------------------------|------------|-----------|
| 8B               | White Sign 'Attn Hunters' | 127.1 k.m./78.98 miles  | 7:45 a.m.  | 1:30 p.m. |
| #9               | Annie Lake Road           | 138.1 k.m./86.4 miles   | 8:30 a.m.  | 2:30 p.m. |
| 9B               | Truck Pull Out on Right   | 146.8 k.m./91.21 miles  | 9:00 a.m.  | 3:00 p.m. |
| #10              | Carcross Corner           | 155.5 k.m./97.4 miles   | 10:00 a.m. | 4:00 p.m. |
| 10B              | Across from Mt. Sima Road | 165.2 k.m./102.65 miles | 10:30 a.m. | 5:00 p.m. |
| Miles Canyon     | Miles Canyon              |                         | 10:35 a.m. | 5:30 p.m. |
| RSW/Miles Canyon | Yukon Energy              |                         | 11:15 a.m. | 5:45 p.m. |
| FINISH           | Rotary Park               | 175.0 k.m./109.4 miles  | 11:40 p.m. | 6:00 p.m. |

**We have lots of other volunteer jobs that aren't at checkpoints.  
Email us at [krrvolunteer@gmail.com](mailto:krrvolunteer@gmail.com) to find out more!**

# HUGE THANK YOU TO OUR SPONSORS AND SUPPORTERS!



## Partners



Northwestel  
Finning Canada



Northland Beverages  
Yukon Built



Coast Mountain Sports/Sports Experts

Mammoth Agency



Yukon Brewing



CKRW - FM

Municipality of Skagway



Explore Skagway



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## Supporters



Driving Force  
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**AND OVER 300 VOLUNTEERS WHO SUPPORT SPORT YUKON IN MAKING THIS RACE HAPPEN.**