



# Exchange Zone Volunteer Positions and Instructions

## Runner Number Identification

This volunteer is positioned 250 feet in front of the chip timing mat with a microphone. As a relay team runner approaches, you read the runners race number and using the microphone, announce the number to the staging area.

## Chip timing mat entry control

Volunteer will be on the race course near directional sign. Direct runners to proper side of the timing mat.

## Staging Area Control

Assure that the two runners with matching numbers exchange the snap bracelet. Direct the outgoing runner back on the race course so as not to interfere with other runners. Direct the incoming runner to clear the area.

Keep waiting runners in the staging area and away from the race course.

## Water Table / Heat Sheets

Monitor the water table. Water is for BOTH starting and finishing runners. Heat Sheets will be passed out only if needed.

## Directional

Positioned at key points to direct finished runners back to Canal Park Stadium for the Finisher Festival. Answer any questions related to getting into the stadium for the Finisher Festival

## Shuttle Bus Announcements

Make announcements on arriving buses before runners exit and go to Exchange Zones. Direct runners finishing the race to the shuttle bus pickup area for return to Canal Park. See sheet attached. ONLY at Firestone High School and Hardesty Park.