

Exchange 6 Venue: Park		Location: Liberty Park Nordic Valley Way and 4100 N/SR-162, Liberty, UT 84310		Contact:	Night Time Hours 7:45 PM - 6:30 AM
Max Parking Space	800	Key:			
Peak Parking Needs	294		Parking		Toilets
Peak Time	1:48 PM		Cones & Tape		Dumpster
Volunteer Shift Time			Van 1 Path		Power Access
Shift	Start	End	Van 2 Path		Water Access
Shift 1	5:00AM	10:30 AM	Runner's Path		PA System
Shift 2	10:00 AM	3:30 PM	Chute		Light tower
Shift 3	3:00 PM	8:30 PM	Trash Box		Volunteer
			Safety Briefing Screen		Orange Ragnar Tent
					Sponsor Tent
					Medic/Ambulance
					A-Frame Directional Signage
					Ragnar Semi
					Ped Fencing
					No Parking
					Merch tent
					Arch
					Food Trucks
					No Parking Sign
					Police Officer

Overview

Parking is located in the fields to the South and South East of the park.

4100 N is a soft closure. Police will be monitoring the area and allowing local traffic only thru.

Van 1: Enters and Exits from Nordic Valley Way (Black Arrow).
 Van 2: Enters from Nordic Valley Way, Leaves via 4100 N. (Blue Arrow)

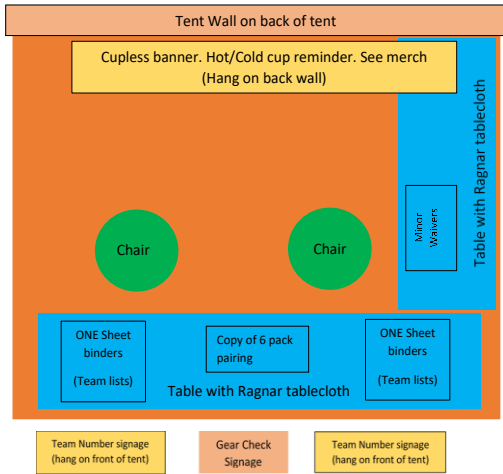
Teams will enter from the field and via 4100 N. Very Heavy foot traffic along 4100 N.

Keep runners behind the Ped-Fencing. Exchange is across the street. **ONLY NEXT RUNNER CROSSES.** All teams should stay behind ped fencing to cheer on runners.

Overview Notes		
CHUTE PLACEMENT	Chute is placed in dirt turn out opposite the parking. Only the next runner to leave allowed across	
PARKING INSTRUCTIONS	Cars should follow layout exactly. Volunteers need to be aggressive in directing the correct vans to the correct lots	
TRAFFIC CONCERNS	Under no circumstances should vans be parking in the road, or going through the soft closure	
VAN/RUNNER FLOW	Volunteer needs to make sure the outgoing runner only crosses when it's safe.	
PORT-A-POTTIE PLACEMENT	Place as directed on layout	
PRIVATE PROPERTY CONCERNS		
Other Notes		
<p>Arch is to be placed as on layout, not next to the chute</p> <p>No parking on 4100 N. 4100 N is a Soft road closure. Local traffic is allowed thru. Keep runners behind ped fencing. Only the next runner is allowed to cross to the chute.</p> <p>No Driving on the Field</p> <p>At Hydration Station - only 1 cooler can be empty at a time, do not set full jugs on ground</p> <p>Ped fencing will be dropped, set up and picked up by Honey Buckets.</p> <p>Ped fencing along the road should be pushed out as much as possible, while still allowing 2 lanes of traffic to pass thru on 4100 N.</p> <p>When Health Inspector comes, Exchange Manager should be available for assistance and please implement any changes that they ask for</p>		
Volunteer Duties		
A	Manage parking flow - needs to be super aggressive, when slow, manage toilets & clean up exchange	6
B	Manage gear check in: 6 vests, 2 lights and 2 tail lights. Have runners sign waivers if they haven't done so	2
C	Direct runners to the next safety briefing. Do not let runners in 1/2 way through safety talk. Must be present for entire video, read any supplemental info	2
D	Flag check out: runners go through safety briefing, handing you their Flag Sheet + give them 2 flags. When slow, enter phone numbers into google doc	2
E	Hand out race numbers, and goodie bags	4
F	Assist in fetching and handing out T-Shirts	2
G	Water Tent: fill out coolers and cups, clean up	1
H	Exchange chute, assisting announcer	1
I	Only allow next runner to exit holding area and cross the street	1
J	Radio incoming runner to Anouncer	1
		22

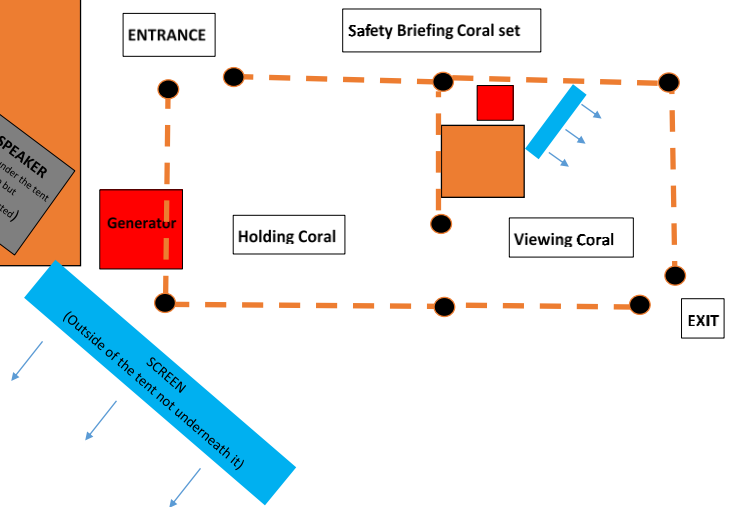
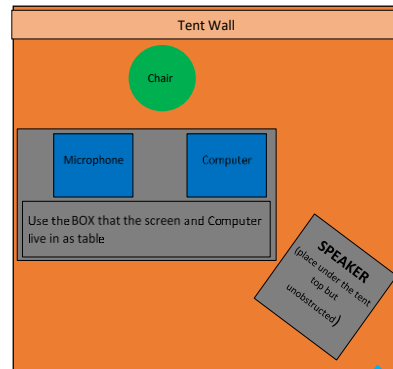
Inventory						
	Tents	Tables & table cloths	Tent Walls	Chairs	Volunteers	Cones
TENT #1 GEAR CHECK IN	1	1	1	2	2	0
300-500 teams	1	2	1	3	3	0
TENT #2 SAFETY BRIEFING	1	1	0	1	1 or 2	9
300-500 teams	1	0	0	2	1 or 2	9
TENT #3 FLAG CHECK	1	1	1	2	2	2
300-500 teams	1	1	1	3	3	2
TENT #4 BIBS/ PARTNER GIVEAWAYS	3	3	3	4	4	3
300-500 teams	3	3	3	6	6	3
TENT #5 T-SHIRTS	4	5	4	4	4	0
300-500 teams	4	5 tables & min 2 table cloths	4	4	5	0
TENT #6 WATER	1	2	1	2	2	0
300-500 teams	No difference					
TENT #7 ANNOUNCER/TIMER	1	2	1	2	* IF REQUESTED BY ANNOUNCER	0
300-500 teams	No difference					
TENT #8 HQ	1	2	1	2	1	0
300-500 teams	No difference					

Gear Check

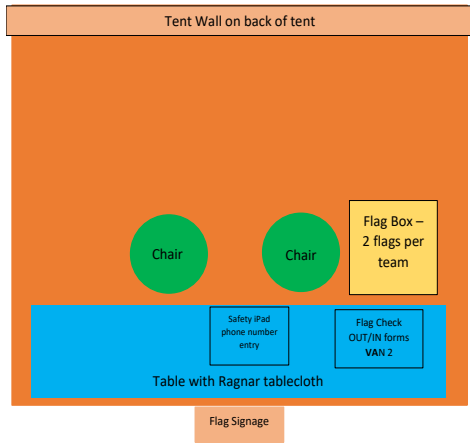


Safety Briefing

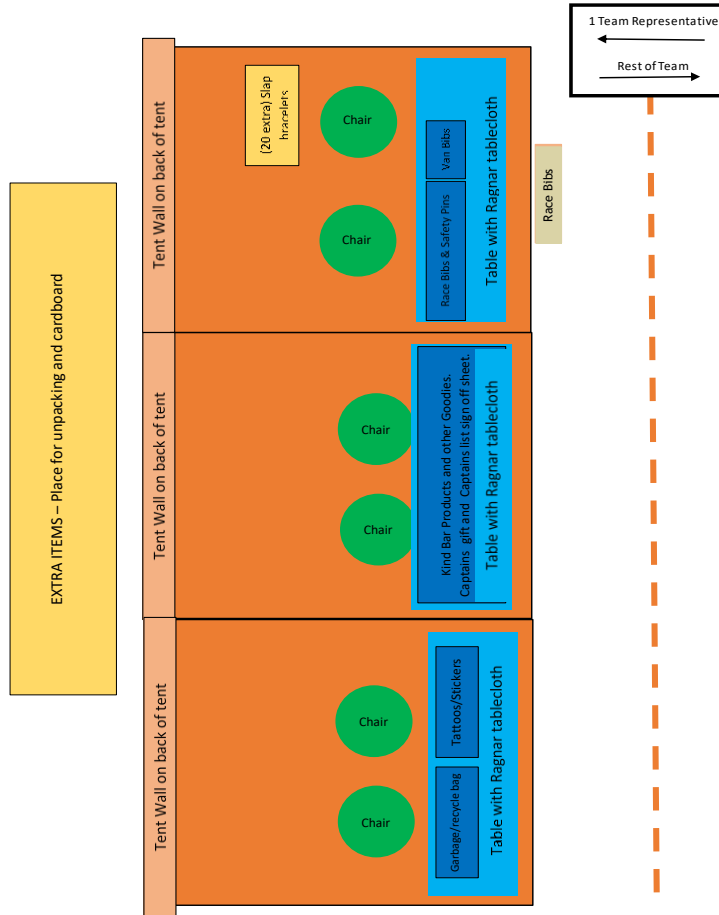
- ** This shows 2 lines for check in. Number of lines depends on your team count. Banners read as follows
Team 1-200
Team 201-400
Team 401-600
Team 601+
- ** Create One Sheet Binders to match the check in lines
Team 1-200
Team 201-400
Team 401-600
Team 601+



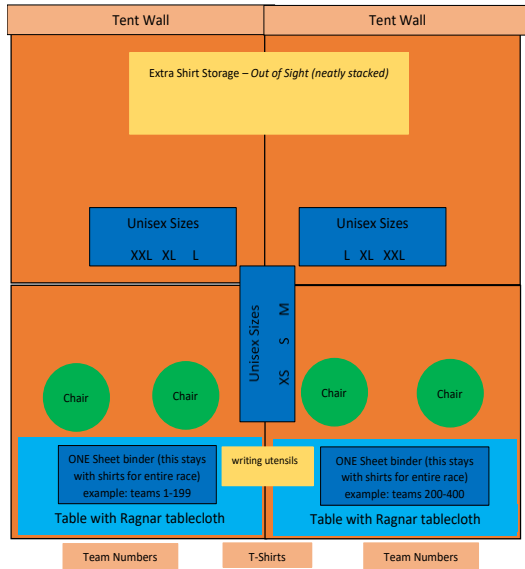
Flags



Goodie Bags (Bibs etc.)



T-Shirts



*Some races may require a 3rd line. (Large team counts (over 500) Work with your MRD for layout and inventory needs

HQ tent

