CHECKPOINT · ADVENTURE RACING

Volunteer Briefing Template

One page per TA or checkpoint, filled in by the race director

Fill one of these out for each Transition Area (TA) or checkpoint, and hand it to the volunteer lead. Keep it to one page.

WHERE AND WHEN

Race and date: _____

TA / checkpoint name: _____

Location (address, landmark, or map pin): _____

Staffing hours (from / to): _____

Volunteer lead and phone: _____

Race director phone: _____

Course(s) and race lengths that pass through here: _____

WHAT TO DO

- [ ] Check each team in as they arrive and check them out as they leave; record the time
- [ ] Search by bib number or team name; confirm the correct course
- [ ] Verify checkpoints expected at this stop: _____
- [ ] Add a note for anything unusual: gear problem, injury, short-course decision
- [ ] Record any team that withdraws (DNF) or never starts (DNS) and tell the race director

RULES OF TRAVEL TO REMIND TEAMS ABOUT

_____

_____

IF SOMETHING GOES WRONG

- [ ] **Injured racer or medical situation:** protect everyone from further harm, give first aid within your training. For a serious emergency, call 911 first, then notify the race director with exact location, time, and what happened.
- [ ] **Team is late or missing:** check the sheet and notes, message the race director, and ask the next TA whether they have been seen.
- [ ] **Team wants to withdraw:** record it, confirm they are safe and how they will get back, and tell the race director.
- [ ] **No signal:** use the paper sheet, and tell the race director as soon as you have a connection.

CUTOFFS AT THIS TA

_____

AT THE END OF YOUR SHIFT

- [ ] Stay until the race director confirms you can leave
- [ ] Pack out all trash and leave the site as you found it
- [ ] Return unused supplies and any race equipment
- [ ] Hand in your paper sheet