

Good evening everyone!

Thank you for offering to volunteer at this year's Pi Day races, you all make it possible. :)

I've attached a breakdown of the event for you that I will be sending out to all participants, along with some rules for the runners. Just so you have an idea of what's going on. More information is always good. :) (Yes, I over use smileys and lol's, but only because I really am!)

I've also put in a little map of where we are, some of you haven't been with us before, and wanted you to be able to find us.

For the weekend, Libby and I refer to the area where the finish line and check-in tent as UPSTAIRS, and the trail entrance/location of other aid station as DOWNSTAIRS. Please don't look at us crazy when we say that. lol

Please be prepared to be a little flexible in your position, as certain posts need to have a volunteer more than others. We will try to accommodate you as best as possible.

If you work a later/longer shift, we'll have some pizza "pie" for all of you.

If for some reason, something comes up and you can't make it, please let us know as soon as possible. You can also use 785-693-0106 -just shoot me a text, Libby and I really appreciate it.

Best,

Caroline



Information for everyone:

- There are different bibs for each race.
 - Pi Miler in the 300s
 - Half Marathon in the 1300s
 - Marathon in the 2200's
 - Pi Slammers and Ultra Pi Slammers will be in the upper 2200's
- Pi Slammers run both the Pi Miler and the Half marathon
- Ultra Pi Slammers run the Pi Miler and the Marathon
- All runners have until 6pm to finish
- Please read over the Runners Guide and be familiar with it.
 - Pay special attend to parking lot accessibility
- We will have portable heaters out there for you. Hopefully we won't need them too much.
- If you haven't been out to the Pi Day races before, please know, there is NO electricity or running water. I'd advise you to bring a water bottle.
- We will have coffee and hot cocoa for you ...and donuts in the morning. :)
- Pi Day weather is unpredictable. Please be prepared for ANYTHING.
- You may wish to bring a camp chair with you, especially if you will be out course directing.
- The plan is to have a volunteer coordinator. She will be by the registration tent. If you need your hours recorded, please be sure to check in and out with her.

Course Markers: Mark the course on Friday. Make sure there aren't any new trees in the way. Mark any stumps/roots that we missed earlier in the week.

Packet Pickup: Friday March 9th. 3pm-7pm – I (Caroline) will be there at 2:30ish to bring the packets in. I'll also stay a while to help organize/explain. I generally cannot stay for the whole time because I have all those fun errands to run, but I will stay as long as I can and come back as soon as I can.

You will be giving registered runners their packets.

We will also have registration forms for you for anyone that wants to sign up this weekend. You'll also have some swag that runners can buy. Because of this you will have the cash box and a square reader.

Runners that have already signed up will receive a shirt and gloves. If they are registering that day, they can still get a shirt & gloves, but they will need to wait until after check-in on race day. Anyone that does not receive swag this weekend will have it mailed to them.

Some runners have also ordered a race hoodie. These are put to the side with their names on them.

While you are waiting for runners, please fill the bags with the fliers and giveaways.

Event Set Up: Saturday, March 10th!! 5:00am. You may want a light because the sun officially rises at like 6:20ish.

We'll unload the trucks/cars. We will set up tents up top first. The tent for check in is FIRST.

We will have check lists for what goes where. There is a method to Libby & my madness, so bare with. :)

After the check-in, swag, pie & aid station tents are set up, up top and the check-in tent is good to go, we will start set up of the Aid Station tent near the trail head. Again, we have a detailed list of what we want done first in the morning before other things are done. This is for your RDs' sanity, please just go with it.

The aid-station tent doesn't need to be ready until close to 7:30am, so we have plenty of time for that.

When that is done, we will have some string to be put on medals. :)

Parking:

The first thing we will have you do is place the no parking signs along one side of Oak street and put up the race direction signs out on 2nd & Locust Streets. Starting around 6:00 (or when traffic starts moving) walk the lot and make sure no one is blocking the entrance to the trail head (it's been done before). If they are there, ask them to please move. If there is problem (there shouldn't be) please get one of the RD's.

Around 7:15 and 8:15 you will stop cars from coming down into the parking lot as we line up for the races at the levy gate. You will stop them until all runners reach the trailhead below. The Half Marathon starts lining up at 8:45am after the marathon start however, so you make need to keep it closed until after the Half starts as well.

If you can help people find open parking spots, that would be good too. There will be a few of you, work together to let people know if spaces are open downstairs.

Once all the races have started, hand around for a little bit, but you are good to head to the check-in tent.

Race Day Check In & Swag:

I'll have check lists. Before the Pi Miler, there will be a register here spot and a packet pickup.

Register here, you'll have forms. They forms tell you how much to charge. You will need to keep track of any new runners and their bib numbers to give to the timer. Please ask them to check in following their race for their swag bags. They will get everything, but we want to make sure those that registered early get their swag. There is a spot to note on each form if they received their swag.

Packet pickup, depending on how Friday went, you might be busy. You will give them their bib, safety pins, and race bag & shirts and gloves.

If they do not like the size of their shirt, they can come back after everyone from all the races has checked in and see if the size they want is available or if someone else wants to trade.

We also have some hoodies, gaiters, and shirts, we'll have those at a separate swag table. You will need to note what was sold and how it was paid for. You will share the cash box and square reader with the Day Of Registrations.

When that is done or there is down time, we will have some string to be put on medals.

Aid Stations: We have two aid stations. One at the finish line, one at the trailhead downstairs.

Finish Line Pie Station:

You'll be in charge of the pie tables.

We'll have table clothes for you to cover the tables (trust us, you'll be happy to have that). There are servers and knives as well.

Once the Pi Miler starts, lay out pies. Please keep some of each kind, if possible, in the cooler below for the Half Marathon. There are smaller plates, forks, and napkins to set out.

All runners get some pie. Sadly, no one else gets any until all the runners have come through.

We will have a few vegan and keto pies, so please keep them a little separate so that those that need them, can have them.

If it starts to snow or rain, please cover the pies.

At the end, we will have a bag for dirty servers. Please clean up the tables and eat some pie!

Finish Line Aide Station: You'll in charge of the normal aid recovery table (water, fruit, etc.). We have a checklist of items. This is also a tent that the runners can hang out in, so you'll get to monitor seats. :)

Trail Head Aid Station:

We should have the tent set up already by 7:15. The runners for the Pi Miler will pass you to the south heading into the trees. They will later come out of the trails on the north, they'll run to a point (I will show you) near the apex of the trails, and then head back out on the south-side of you.

There will be a course director at the turning spot, but **YOU WILL BE RESPONSIBLE FOR GETTING THEM ON THE TRAIL CORRECTLY** as well.

Trail Head Aid Station during River Rotation Marathon:

The runners will hit you from the north going onto the trails, heading east.

They will later emerge on the south, going west. They will need to turn at the course director, but they will then go **back out the way they came.**

They will later emerge on the north, they need to run to the same spot as the course director, but they will then go **back out the way they came.**

They will then emerge on the south of you. They need to again run to the spot at the apex, and then run **back out the way they came.**

They will later emerge on the south, going west. They will need to turn at the course director, but they will then go **back out the way they came.**

They will later emerge on the north, they need to run to the same spot as the course director, but they will then go **back out the way they came.**

Trail Head Aid Station during River Rotation Half Marathon:

The runners will hit you from the south going onto the trails, heading east.

They will later emerge on the north, they need to run to the same spot as the Pi Milers, but they will then go **back out the way they came.**

They will then emerge on the south of you. They need to again run to the spot at the apex, and then run **back out the way they came.**

Course Director FENCE for Pi Miler:

You will be posted by the fence where the trails come out of the trees and run parallel to each other for a bit. For the Pi Miler this shouldn't be too bad.

On the first loop, they will want to stay on the trail on the south side of the fence. When they are completing their first loop, they will be coming on the north side of the fence going west. The trail splits going to the finish line, or back down to the trees. They need to go back down into the trees.

On their second loop, they will want to go in the direction of the finish line.

Course Director For Pi Miler 1 & Marathon:

Runners will pass you by on their first loop in both directions, first on the south, then on the north. Their second time out, they will head toward you from the south, you will have them turn at you and head back to the finish line on the trail on the north side.

This point is about .4 out on the trail. You aren't far out, but you may want to bring a camp chair and water bottle and music (not ear buds).

The Marathoner's will start at 8:30. They will be running east on the north trail. They will need to turn where you are and head back to the aid station to start their 5 mile loops.

We will let you know how many runners will be passing by. Once all the marathoners turn at your spot, you will take the pink flags, making a line between the north and south trails so the runners won't get confused. Once that is done, you can head back to the check-in tent.

Course Director For Pi Miler 2:

You will be out at the Powerline field turn-around, about 1.25 miles out. Runners will come at you from the south on their first loop (the leaders will be led by someone from the LBMC). You will have them cross over to the north trail and head back towards the trail head. Before you head out, we'll get you a head count of runners, so you have a good idea when they've all come through.

After all runners have come through, take the pink flags/wrong way signs and put them up to keep the other race runners on track.

Course Director FENCE for Half and Marathon:

Because of the rotation part of the races, when runner emerge from the trees and get to the fence, they often want to jump on the south trail if they are on the north, it's helpful to have two bodies down there to help people out.

The fence throws runners off and it is why I don't let them wear headphones.

All the runners will pass you two times for each loop they have to do. Please look at the Marathon and Half descriptions, because you will want to make sure they head to the finish line on their last loop! We will give you a check list so you can keep track of laps.

If you have any questions, please let me or Libby know.

Course Director for Half & Marathon:

It's about 2.5 miles out on the trail.

On their first loop, they will be coming from the south and you will get them on the trail headed back to the trail head on the north side.

On their second loop, they will be coming from the north and you will direct them back on the south trail to the trail head.

You'll see Halfer's twice, and Full marathoners 5 times.

We will get you a runner count, or get your phone number before you head out. We'll also have a sweeper that we'll send once we know all the runners have completed the large loops.

Course Director for Half 2: You'll be at 4 corners/the stump. The Half runners will pass you on both sides on their first and second loops, twice on both sides. On their first loop, they will be coming from the south and also on the trail headed back to the trail head on the north side. On their second loop, they will be coming from the north and back on the south trail to the trail head

On their third loop out, they will be coming from the south, this is their short lap and you will send them on the trail on the north to the finish line.

Marathoners will not have a shorter loop. They will need to pass you EVERY TIME.

Spotters Finish Line:

In a team effort to make sure we know when runners are coming in and to get them their finisher's award.

Do not give Pi Slammers and Ultra Pi Slammers finishers medals or vinyl until after their second race.

You will yell out a runner is coming so we can all cheer them in as well.

You'll help the RD's corral position winners and the Pi Slammers and Ultra Pi Slammers when they are done with their second race so that we can get them their special swag!

Sweepers: You do you. I figure if you start after the last runner has started their last loop, we are good.

Clean-up: I never completely close down until ALL the runners have come in (probably because I am such a slow runner). That said, once that last runner has started their last loop, the lower aid station can start closing down.

DON'T DUMP YOUR WATER!!

We have no water out there, and we usually need it up top. Bring all your food (that's not nasty) up top too, we'll let the runners munch.

We'll take down most of the tents if we are only waiting on a few. Load the truck. Talk about the race and weather. Have a few beers. Eat the leftover pie. All good times.

