

Dear Volunteer,

Thank you for offering to help! Please share these instructions with all others on your team.

We need volunteers at six locations:

1. Friday, October 13 – Georgetown Running Company, [3401 M Street NW, Washington DC](#)

- 2:45 PM to 6:00 PM – Set up at 2:30 PM and staff pre-race packet pick-up from 3:00 PM to 6:00 PM to distribute bib numbers affixed to timing chips, t-shirts, and goodie bags; also accept late registrations.
- Remind people DON'T FORGET YOUR BIB NUMBER WHEN YOU LEAVE FOR THE RACE ON SATURDAY, and
- DON'T DETACH THE TIMING TAG IN THE WATERPROOF PLASTIC BAG UNTIL AFTER YOU FINISH THE RACE
- IF YOU DON'T HAVE THE TAG ON YOUR BIB NUMBER WHEN YOU FINISH, YOUR FINISH WON'T COUNT!

2. Saturday, October 14 – Fletcher's Cove, [4940 Canal Road NW, Washington DC](#)

- 7:15 AM to 8:45 AM -- Set up and staff race-day packet pick-up to distribute bib numbers affixed to timing chips, t-shirts, and goodie bags
- 7:15 AM to 7:45 AM -- Set up start line, including overhead signage (the "Skyhook")
- 7:15 AM to 8:45 AM -- Set up and serve pre-race storage of personal belongings
- 7:15 AM to 8:45 AM -- Set up and serve pre-race refreshments -- Water & Gatorade
- 8:30 AM to 2:30 PM -- Set up and staff finish line to record order and time of finish, collect timing chips, distribute medals, and provide aid as needed
- 8:45 AM – Line up for 9:00 AM half marathon, pre-race instructions, National Anthem, start exactly at 9:00 AM
- 9:00 AM to 1:30 PM -- Set up and serve post-race refreshments
- 10:15 AM to 2:30 PM -- Serve retrieval of personal belongings
- 10:00 AM to 12:00 noon – Listen to DJ music by Bach to Rock McLean
- 11:00 AM to 3:00 PM -- Clean up to leave the campground cleaner than we found it

3. Saturday, October 14 -- [Lock 5](#)

- All completion times are approximate, waiting for the last athlete to pass your point
- 7:15 AM to 8:45 AM -- Arrive at Lock 5 and find 1 rope, 1 table, 2 chairs, 1 tent, 1 filled five-gallon cooler for water, 1 filled eight-gallon cooler for Gatorade, 5 five-gallon filled water jugs, 1 bin containing 720 paper cups, 2 six-gallon packages of Gatorade powder, 1 stir stick, 2 food-handling gloves, and 1 first-aid kit
- Untie rope, open the tent, being careful with your fingers
- Open the table
- Wearing food-handling gloves, mix entire package of Gatorade powder into the eight-gallon orange cooler and stir hard to dissolve all the powder
- Pour 300 paper cups of water and 100 paper cups of Gatorade -- be prepared to replenish the cups
- Please start with the already-opened packages of paper cups
- Set up trash bags at 10 meters, 20 meters, and 30 meters both above your lock and below your lock
- 8:15 AM to 1:30 PM -- Serve on-course refreshments -- Water & Gatorade
- 1:30 PM -- Wash off the stir stick
- 1:30 PM -- Empty and thoroughly rinse Gatorade cooler and its top with water
- 1:30 PM -- Empty any partially-filled water jugs but keep intact any fully-filled and unused water jugs
- 2:00 PM -- Clean up everything to leave campground cleaner than we found it
- 2:00 PM -- CAREFULLY fold tent and table -- you can stack trashed empty cups to save space
- 2:15 PM -- Our drivers pick up all provisions -- please help them load

4. Saturday, October 14 -- [Lock 7](#)

- 7:15 AM to 8:45 AM -- Arrive at Lock 7 and follow instructions above
- 7:30 AM to 1:15 PM -- Set up and serve on-course refreshments -- Water & Gatorade
- 1:45 PM -- Clean up everything to leave campground cleaner than we found it
- 1:45 PM -- CAREFULLY fold tent and table -- you can stack trashed empty cups to save space
- 2:00 PM -- Our drivers pick up all provisions -- please help them load

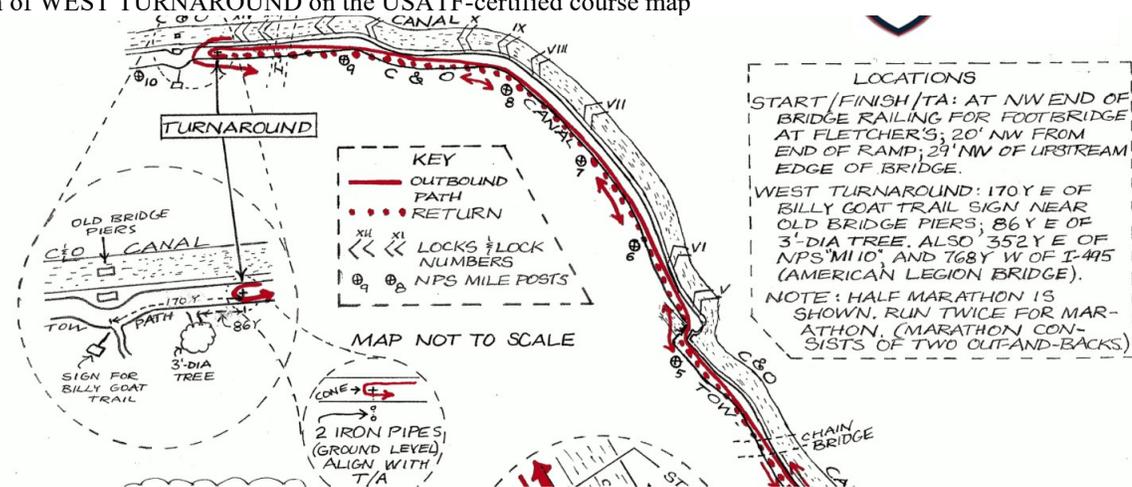
5. Saturday, October 14 -- [Lock 10](#)

- 7:15 AM to 8:45 AM-- Arrive at Lock 10 and follow instructions above
- 7:30 AM to 1:00 PM -- Set up and serve on-course refreshments -- Water & Gatorade
- 1:30 PM -- Clean up everything to leave campground cleaner than we found it
- 1:30 PM -- CAREFULLY fold tent and table -- you can stack trashed empty cups to save space
- 1:45 PM -- Our drivers pick up all provisions -- please help them load

6. Saturday, October 14 -- Turnaround Point

- 9:00 AM – Arrive, Find the turnaround cones -- the west-end point on this map
<https://certifiedroadraces.com/certificate/?type=m&id=880>

- See description of WEST TURNAROUND on the USATF-certified course map



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- 8:15 AM to 1:15 PM -- Staff turnaround point until last walker makes the turnaround
- Then please return the cones to Jay at Fletcher's Cove

SET-UP:

- The night before, or early morning on race day, the aid station director pre-positions the provisions at each of the three aid stations
- Thus the provisions you need are on-site on race day -- except please bring a bag of ice from your freezer in a plastic bag or an ice chest -- please bring as much bagged ice as you can carry
- Optimally, each aid station has four volunteers
- Carry your provisions across the small wooden footbridge over the C&O Canal and set up on the margin of the Towpath, near the footbridge, but not obstructing the Towpath or the footbridge
- Unfold the table and chairs, open the tent, and place trash boxes with plastic trash bags 20 meters east and 20 meters west of your aid station
- Please wear food-handling gloves at all times
- Please pour 100 cups of water
- Then mix a 1-gallon jug of Gatorade (1 part Gatorade + 4 parts water), and please pour 16 paper cups of Gatorade

HERE COME THE RUNNERS!

- Your first runner passes your aid station around 9:15 AM (Lock 5), 9:30 AM (Lock 7), 9:45 AM (Lock 10)
- Your last walker passes your aid station around 12:00 PM (Lock 10), 12:30 PM (Lock 7), 1:00 PM (Lock 5)

EMERGENCY INSTRUCTIONS:

- In case of ANY runner who stops, call the race director at 703-505-3567
- **In all cases, render aid immediately -- prompt first aid / CPR can save a life**
- If a runner cannot continue but is uninjured, conscious, and lucid:
- Ask, "are you OK?" and additional questions to establish lucidity
- Ask permission to assist. If the runner grants permission, then ...
- In cases of severe injury or illness -- hypothermia (too cold), hyperthermia / heat exhaustion (just tired) / heat prostration (can't talk, can't move) / heat stroke (unconscious), a deep laceration, a puncture wound, an insect sting if the runner is allergic, a broken bone or a compound fracture, food poisoning or related illnesses (diarrhea, vomiting), shortness of breath, profuse sweating, pale skin, or highly flushed skin, call 911 immediately, assure the runner that help is on the way
- Do not stop rendering aid until either you are relieved by another trained person or 911 help arrives
- Get the runner off the Towpath and into a position where 911 emergency responders can wheel a stretcher to the person
- On a cold day, provide fluids and warmth, and allow the runner to recover in the warmth of one of your cars
- On a hot day, provide fluids and shade, allow the runner to recover in the shade inside one of your cars. Do not place ice on the person, but give the person a plastic bag full of ice, to be applied at will
- If the runner does not grant permission, call 911 and report your emergency
- In either case, do NOT allow the runner to continue

- If the stopped runner simply cannot continue but is lucid, transport the stopped runner back to Fletcher's Cove to be reunited with family or friends
- If a runner cannot continue but is injured, please wear gloves before handling
- Ask permission before touching the runner in any way. If the runner grants permission, then perform necessary first aid. Wash any wounds, cover any wounds with bandages or gauze wrap from your first-aid kit, and use adhesive tape to secure the wrap.
- In the case of a muscle strain, wrap the affected area to prevent further strain
- Apply ice for a few minutes, then let up for a minute before re-applying, so you don't freeze the skin
- If the runner does not grant permission, offer water and bandages so the runner can self-wrap and ice so the runner can self-treat
- In some cases, after medical treatment, a runner may be able to get up and continue on
- I have been felled by foot blisters twice at marathons, then got up after treatment and finished -- it wasn't fun
- In case of serious illness or loss of consciousness, consent to treatment is implied. Call 911 immediately.
- Then provide first aid as above if you are certified or if you feel protected by DC's and Maryland's Good Samaritan Laws

DRIVING DIRECTIONS:

- Fletcher's Cove is accessible from Clara Barton Parkway both WESTBOUND (away from DC) and EASTBOUND (towards DC).
- If WESTBOUND, e.g., from Georgetown, go west on M Street NW
- At Foxhall Road, bear left onto Canal Road NW
- Continue west for about 2 miles
- Stop at the stoplight at Reservoir Road
- CAREFULLY turn left across the eastbound lane and go down the driveway in front of the white brick Abner Cloud House, one of the oldest buildings in Washington DC
- The upper parking lot has 85 spaces
- When those spaces are filled, stay right and go through the tunnel under C&O Canal and Towpath to the lower parking lot
- The lower parking lot has about 200 spaces
- If EASTBOUND, e.g., from Chain Bridge, turn right to go east on Canal Road
- Continue east for about 1 mile
- Stop at the stoplight at Reservoir Road
- Turn left and go uphill on Reservoir Road
- Make a u-turn on Reservoir Road when safe
- Return down Reservoir Road to Canal Road
- Wait for the green light, then cross Canal Road and turn right down the driveway to Fletcher's Cove, then see above
- Aid stations are at Lock 5, Lock 7, and Lock 10
- Spectators can watch from Chain Bridge, Lock 5, Lock 6, Lock 7, Lock 8, and Lock 10
- The C&O Canal Towpath locks are accessible only from Clara Barton Parkway EASTBOUND
- To get to the locks, from Fletcher's Cove, go west
- At Chain Bridge, Canal Road NW becomes Clara Barton Parkway NW
- Go west on Clara Barton Parkway past Glen Echo to a crossover point on the median strip about 100 meters past Lock 10
- From that point, you can go to Locks 10, 8, 7, 6, and 5
- Signs mark Locks 10, 8, 7, and 6, but no sign marks Lock 5
- For Lock 5, drive about one mile east of Little Falls Pumping Station
- Look for the spiral ramp pedestrian overpass above Clara Barton Parkway
- Turn right over a 3" curb onto the gravel parking area with the portable toilet -- that's Lock 5
- Thank you for serving!
- Please call with any questions
- Jay Jacob Wind, director • Safety And Health Foundation • 703-927-4833
- Adrienne Doherty, race director • 703-309-6657

START LINE SET-UP CHECKLIST

- 1 Park at picnic tables and turn on headlights
- 2 Set up tent over check-in area
- 3 Unroll table cloths on picnic tables
- 4 Place boxes of t-shirts on back side of table, by size
- 5 Place bib number envelopes alphabetically on table facing you
- 6 Place safety pin box on bench at your left, by tree
- 7 Place green goodie bags on bench at your left, by tree
- 8 Place empty white plastic bags on bench for bag-check
- 9 Place permanent markers next to white plastic bags
- 10 Put out plastic gloves and face masks
- 11 Place jugs of water on table and pour about 50 cups of water
- 12 Make a pitcher of Gatorade and pour about 50 cups of Gatorade
- 13 Place CARB BOOM on table where runners can find it easily
- 14 Place trash bags to left of table
- 15 Place picnic foods on top of bags to keep them off the ground
- 16 Place transparent containers of plates and utensils next to food containers

- 17 Move up to Towpath
- 18 Open tents over start-finish area and post-race recovery area
- 19 Unfold tables at start-finish and post-race areas
- 20 Assemble skyhook with banner
- 21 Uncoil 4 coax cables
- 22 Place two white antennas on left of finish line, two on right, close together
- 23 Cover coax crossing with gray covering
- 24 Affix coax to back of Speedway RFID rader
- 25 Attach Ethernet cable to computer via USB
- 26 Test with 10-second latency
- 27 Change to 10-minute latency
- 28 Set up Time Machine
- 29 Test Bluetooth connection
- 30 Set up printer
- 31 Test printer connection
- 32 Attach USB power cable to phone
- 33 Test IP connect thru phone
- 34 Open clipboard with place-number blank
- 35 Move amplifiers to start line
- 36 7:45 AM Play "Back to the Future" about 10 minutes before race
- 37 7:50 AM Announce National Anthem. Ask for military flag-bearer. Play National Anthem.
- 38 7:53 AM Provide pre-race instructions
- 39 8:00 AM Start on time with whistle
- 40 8:45 AM Play "Back to the Future" about 10 minutes before race
- 41 8:50 AM Announce National Anthem. Ask for military flag-bearer. Play National Anthem.
- 42 8:53 AM Provide pre-race instructions
- 43 9:00 AM Start on time with whistle
- 44 Set up midpoint marathon roundabout with water, Gatorade, Carb Boom
- 45 Set up post-race recovery area under tent with water, Gatorade, Carb Boom
- 46 Set up folding chairs
- 47 Print results as they arrive, always Time Machine checking against clipboard and WebScorer
- 48 Maybe send WebScorer URL to start list, maybe include e-mail address in start list
- 49 Print off WebScorer if possible, else Time Machine
- 50 Present awards