

KRR CHECKPOINT SETUP GUIDE

BEFORE THE EVENT

- Checkpoint Manager assigns tasks to the volunteers at a meeting prior to the event or when everyone arrives onsite. Many checkpoint managers arrange to meet their volunteers at the Volunteer Appreciation Night.
- Plan on getting to the checkpoint at least 1 ½ hours before the CP opens to allow time for set up. Or 30 minutes before for a half CP.
- Test radios as soon as you receive them
- Highway signs will be in place on Thursday afternoon. They will be turned away from traffic. You must turn them to face traffic 30 minutes before checkpoint opening.

SETTING UP RUNNERS CHUTE AND TIMING

- Create a chute to guide the runners into and out of the checkpoint.
 - Use candles and pylons with flagging tape to make the sides of the chute
 - Vehicles can also be used to create the chute and provide shelter at the exchange area
 - Place the metal brackets over the two smaller pylons then put the magnetic flashers on top of the metal bracket. Use these at either side of the entrance chute
 - Night time CPs can string Christmas lights along the sides of the chute
 - You can also place flashers at the bottom of some pylons along the chute.



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- Create the Exchange Area
 - Put up the provided tent over the start / finish line
 - For nighttime stations hang your Christmas lights around the tent
 - Set up the timing stick ready signs and stands on the Whitehorse side of your CP

SETTING UP PARKING

- Create your “No parking” areas.
 - Do not let people park in front of or beside the runner exchange area.
 - Set up no parking signs to indicate where parking is not allowed
- Create your designated parking areas, most cases, past the exchange area so runners can safely leave the exchange area.
 - Place parking signs to indicate where support vehicles can park
 - Make sure there is sufficient space for larger vehicles to safely turn around
 - Consider the safest path for supporters to walk from their vehicles to the CP

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SETTING UP OTHER AREAS WITHIN THE CHECKPOINT

- Stations 2, 3, 5, 6 set up your light plant as per the included instructions
- Warming tent
 - Set up propane fire pit for runners under the supplied canopy (night time CPs only)
 - Use Christmas lights to light up the tent
- Porta Potties
 - Set up hand sanitizer, LED light (Nighttime) and toilet paper in outhouses
- First Aid and YARA
 - Create a space for the First Aid tent and YARA close to the exchange area
 - Placing First Aid and YARA close together makes communication easier in case of emergency
- SET UP ½ km AND 1 km OUT POST AND SIGNS
 - Set up 1 km sign
 - Set up ½ km volunteer post
 - Find a safe spot for the volunteer post at least ½ km from the CP
 - Set up chair and shelter (umbrella or pop up tent) for the volunteer(s)
 - Give the spotter a radio and test the radio before the first runner
 - Ensure the spotter has food, drink and bear spray
 - Test the radio. Start on one frequency and test to find the best spot. Higher numbered channels may work better.
- 30 minutes before opening turn the highway signs to face traffic
- Please take photos of your checkpoint once it's set up and forward them to Sport Yukon after the race

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CHECKPOINT TAKE DOWN

- The sweep vehicle will let you know when the last participant has passed through your checkpoint.
- You must collect and dismantle all your checkpoint equipment
- Please ensure all equipment brought back to Whitehorse and returned to Sport Yukon on Saturday or Monday.

Additional notes

- Take a shovel to fill up the provided buckets with sand or dirt. This holds the signage securely in place.
- A sledge hammer or mallet is useful for anchoring the shelters. Shelters can also be tied to vehicles.