



WELCOME & THANK YOU

Welcome to the LoToJa volunteer team! Our volunteers work hard to serve LoToJa cyclists and their support crews. They watch out for their safety, give directions, and provide the fuel cyclists need to cross the finish line. You are the key to a safe and successful LoToJa, so take your job seriously, but don't forget to have fun along the way and provide lots of encouragement and enthusiasm!

Thank you for joining the LoToJa volunteer team and for taking the time to carefully read this Volunteer Guidebook!



EVENT WORK SCHEDULE

Wednesday, September 3 — Enve Composites, 508 W Stockman Way, Ogden

- 12:00 to 2:00 PM: Setup
- 2:00 to 7:00 PM: Cyclist Check-In, Merchandise Sales, and Pre-Paid Merchandise
- 7:00 to 8:00 PM: Cleanup and Pickup

Friday, September 5 — near Sunrise Cyclery, 100 East and Federal Way (150 North), Logan

- 10:00 AM to Noon: Setup
- 12:00 to 7:00 PM: Expo, Cyclist Check-In, Merchandise Sales, and Pre-Paid Merchandise
- 7:00 to 9:00 PM: Cleanup and Pickup

Saturday, September 6

- 4:30 to 8:30 AM: Start line assignments in Logan, UT
- 5:00 AM to 8:00 PM: Course assignments from Logan to Jackson
- 1:30 to 9:00 PM: Race/Ride Finish line assignments in Jackson and/or JHMR
- 2:30 to 8:00 PM: Race Podium Awards Ceremonies at JHMR Commons Amphitheater

Note: LoToJa is NOT weather dependent; prepare to work in all weather conditions

Sunday, September 7 — exact location to be determined

- 8:00 to 9:00 AM: Setup
- 9:00 to 11:00 AM: LoToJa 1000/2000/3000/4000 Recognition Awards and Drawings
- 9:00 to 11:00 AM: Lost and found and checked wheel pickup
- Sweep a feed zone or one section of the course traveling back to Utah

JOB SUMMARIES FOR WEDNESDAY AND FRIDAY SHIFTS

SETUP TEAM

- Unloads equipment and supplies from trailers
- Organizes and sets up Cyclist Check-In, Pre-Paid Merchandise, and Merchandise Sales areas

CHECK-IN TEAM - the process to “check-in” registered cyclists to race/ride LoToJa includes:

- Confirming registration information (e.g. personal ID verification, race age, USAC license, etc.)
- Gathering required check-in and waiver/release signatures
- Ensuring delivery of the rider bag with bib, frame, and vehicle numbers to checked cyclists
- Applying the wristband as well as distributing timing chips
- Performing some clerical work

PRE-PAID MERCHANDISE

- Collects “orange slips” and makes sure checked-in cyclists receive their Pre-Paid merchandise

MERCHANDISE SALES

- Provides assistance to Merchandise Sales team (selling and maintaining merchandise inventory)

WHEEL CHECK-IN

- Assists in marking, organizing, and preparing checked wheels for distribution to Neutral Support. (this assignment only available in Logan on Friday)

CLEANUP/PACKUP TEAM

- Involves organizing and loading equipment/supplies into event trailers
- Disposes of garbage in trash bin and recyclables in green waste bin

JOB SUMMARIES FOR SATURDAY SHIFTS

COURSE SIGN SETUP

- Marking the course and placing signs for cyclists and/or support vehicles to follow
- Job involves two or more people per team
- Signs and supplies provided by LoToJa
- Truck or SUV is helpful but not mandatory

FEED BAG COURIER

- Transporting cyclists pre-dropped feed bags from Logan to designated feed zones
- Pickup feed bag boxes in Logan either Friday night after 7:00 p.m. or early Saturday morning

COURSE/CORNER MARSHAL

- Ensures safety on the course by standing at key points/corners
- Reassures cyclists they are going the right direction
- Warns cyclists of upcoming obstacles and/or traffic
- Communicates and assists with any problems, injuries, or accidents
- Observes and reports rule violations and DNF riders
- Provides encouragement and enthusiasm

JOB SUMMARIES FOR SATURDAY CONTINUED...

RELAY TEAM TRANSITION

- Fulfills sign and equipment setup for Relay Transition Zone area
- Provides parking, course, and/or corner marshaling
- Observes and reports rule violations and reinforces good behavior
- Requires a spotter and a recorder to capture the “transition time” for each relay team

FEED ZONE MARSHAL

- Maintains a clear roadway to ensure safety and allow cyclists to pass through freely
- Moves bikes as required, making more room for arriving cyclists
- Enforces that only feeders are in the feed zone (along edge of road)
- Reflects a positive attitude and keeps the fun levels high

FOOD AND WATER TABLES

- Understands that nutrition and hydration are key for cyclists to be safe and performing their best
- Keeps tables stocked with plenty of food, water, and Hammer hydration mix
- Cuts fruit for fruit bowls to match demand (not all before)
- Sets out dry snacks to match demand (not all at once)
- Wipes down and cleans the tables regularly
- Keeps wipes, Kleenex, and paper towels out for the riders use
- Assists riders with filling their bottles with water or Hammer hydration mix

WATER BOTTLE HAND-UPS — only provided at Strawberry, Salt River Pass, and Game Creek feed zones

- Provides bottle hand-ups to Licensed Race Class cyclists **ONLY** — and only to those that do not stop
- Collects discarded bottles for recycling (ultimately taken to recycling plant)

DROP ZONE MARSHAL

- Maintains a clear roadway to ensure safety and allow cyclists to pass through freely
- Keeps discarded water bottles and feed bags off road (to prevent accidents)

PARKING ATTENDANT

- Directs support vehicles to designated LoToJa parking
- Observes and reports support vehicle rule violations and safety concerns -- reinforces good behavior
- Maintains a positive attitude and keeps the fun levels high

TAKE-DOWN / CLEAN-UP

- Pickup trash, discarded bottles, etc. for ¼ mile each way
- Retrieves road signs, sign stands and other equipment
- Inventory and load remaining food into trucks
- Pack-up 5-gallon jugs, coolers, tables, signs, canopies, etc. into trucks/trailers

OTHER SUPPORT

- Provides mechanical assistance to cyclists
- Provides first-aid support to cyclists (as qualified to do so) -- see First Aid guidelines on next page
- Records and reports accidents and injuries

COURSE VOLUNTEER FYIs

FOOD SAFETY

- Serve food in a way that minimizes contact with riders' hands or gloves
- Keep foods covered and protected from contamination
- Maintain a clean and sanitary site — including utensils, work surfaces, and containers
- Use due care to prevent contamination of ice and beverages
- Keep your hands clean and use hand sanitizer
- Use disposable gloves, change gloves frequently, and wash hands between changes

FIRST-AID

- Do not administer first aid unless you are qualified to do so
- Do not move an injured person unless necessary for their safety
- Call for emergency help and keep the patient comfortable
- Before the LoToJa begins, check the contents of the first aid kit to see what's in there
- Do not recommend or dispense medicines or other items from the first aid kit. You may make the kit available to riders and let them pick out what they need.
- If a cyclist is seriously ill or injured, your top priority is to get professional help

PRE-RACE PREPARATION

- Read LoToJa's Race Bible and be familiar with its contents
- Complete and mail the Volunteer Waiver/Release (or scan email it to us)
- Volunteers will receive their work assignments and schedule in August (sent by email)

LOCAL HOSPITALS:

For emergencies call 911

- **LOGAN, UTAH:** Logan Regional Hospital - 500 East 1400 North, 435-716-1000
- **PRESTON, IDAHO:** Franklin County Medical Center - 44 North 100 East, 208-852-0137
- **SODA SPRINGS, IDAHO:** Caribou Memorial Hospital - 300 S. 300 W., 208-547-3341
- **MONTPELIER, IDAHO:** Bear Lake Memorial Hospital - 164 S. 5th Street, 208-847-1630
- **AFTON, WYOMING:** Star Valley Medical Center - 110 Hospital Lane, 307-885-5800
- **JACKSON, WYOMING:** St. John's Hospital - 555 East Broadway, 307-733-3636

PERSONAL ITEMS TO BRING ALONG

- ___ Bike tools and bicycle pump (dual head)
- ___ Sunscreen
- ___ Hat
- ___ Sunglasses
- ___ Camp Chair
- ___ Jacket/Coat (expect all types of weather)
- ___ Umbrella or Poncho (you never know)
- ___ Food and Water
- ___ Cooler - to keep ice in
- ___ Cell Phone
- ___ Music/Book
- ___ Box Cutter and/or Pocket Knife (something to break down boxes and cut zip-ties)
- ___ Head Lamp or Flashlight
- ___ Work Gloves
- ___ Blanket (a cyclist may need it)
- ___ Stiff Push Broom (for course marshals)



