

## Title

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Crew Member/Ultra Race Support

## Purpose

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Create a crew to support ultra-runners on a race that can make a huge difference. The value of a good crew goes up proportionally with distance.

## Qualifications

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- Superior organization skills
- Service oriented
- Work outdoors
- Exercise sound judgment
- Prior experience in ultra-run or crewing for a ultra race is a plus

## Time Requirements

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24-72 hours per event

## Start/End Date or Term Length

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Per race; 3 days including race day(s)

## Responsibilities/Activities

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- Crew with a positive mental attitude is almost as important as having experienced ultra runners. We need people who are cheery and have a good sense of humor.
- Understand that the act of crewing is a tough challenge in itself. May involve going without sleep, hanging around for hours in uncomfortable conditions, being too hot, too cold, driving vast distances and putting up with a runner whose personality is radically different from what they expect.
- Help prepare for the race well ahead of time.
- Be familiar with all of the gear. Should be able to quickly find anything you need in well-organized bags.
- Don't let runner spend time rummaging in bags. Its crews job to find gear.
- Do as much preparation as possible before you reach the aid station. Gear can be laid out for easy access and key supplies such as gels and batteries, can be gathered. Instead of refilling bottles, crew pre-fill spares to be swapped.
- If using both crew and pacers, have pacers go ahead to the aid station to let the rest of the crew know what is needed ahead of time.
- Crew and pacers are to monitor runner's mental state and understand the warning signs. Simple things like raising your blood sugar with some gel may help bring you back to reality, but they also need to watch out for hydration problems, especially Hyponatremia. Heat related illness (Hypothermia, heat stroke) could also be seen in an altered mental status.
- The following **checklist** will prevent important activities being missed, as things can become confused and rushed. The checklist should be double checked before the runner leaves the aid station to prevent anything being missed.
  - Replace hydration bladder
  - Restock gels
  - Replace batteries in lights and check spare batteries
  - Fill quart Ziploc bag with solid food
  - Check if clothing needs replacing
  - Check if feet feel okay (inspect if needed)
  - Apply lubrication
  - Ask if hands or feet are swollen, urination is okay
  - Electrolytes
  - Monitor runners pace to predict arrival times



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**Evaluation**

Will evaluate post run during weekly meeting.

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**Performance Measures**

Runner survived the run in fair and relative condition = PASS

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**Probationary Period**

Our probationary period for this position is one running event long; during which the board members carefully consider whether you're meeting our standards and expectations of the job and if you should be retained by the Road Warriors Corp as a "regular" volunteer/employee.

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**Benefits**

Learn about our organization; See if this a career path for you; Networking opportunities; May lead to a permanent employment opportunity; Gain Experience; Gain new skills; Strengthen your CV; Help People; Service Hours; Thanks/Rewards; Contribute to our Goals; Approved Reimbursements

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**Orientation/Training**

Adequate training will be provided to ensure that all new staff, students, and regularly scheduled volunteers have the knowledge base to work in their agreed position.

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**Supervisor**

Latisha "Lety" Gonzalez; Executive Administrator

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**Reimbursement Procedure**

A proof of the expense should be submitted in writing (may be in the form of receipt). The supervisor and board members will review the expense to determine whether it is valid. Once approved a reimbursement will be arranged with associated parties.

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**Grievance Procedures**

The grievance will be submitted in writing. The supervisor and board members will review the grievance to determine whether it is valid. Then a discussion of complaint with associated parties.

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**Anti Discrimination Statement**

The Road Warriors Corp. does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

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**Confidentiality Statement**

All Road Warrior Corp information, beneficiary information, employee/volunteer records, financial and operating data of the practice, and any other information of a private or sensitive nature are considered confidential. Confidential information should not be read or discussed by any one unless pertaining to his or her specific job requirements. The unauthorized disclosure of the confidential information by employees/volunteers can subject each individual involved to civil and criminal liability. Disclosure of confidential information to unauthorized persons, or unauthorized access to, or misuse, theft, destruction, alteration, or sabotage of such information, is grounds for immediate disciplinary action up to and including termination.