



WELCOME & THANK YOU

Welcome to the H140 Volunteer Team!

This year's H140 will be held on Saturday, June 16th. In the last eight years, the ride has grown from a few dozen riders to almost 1000 expected this year. We believe this incredible growth is due in large part to the amazing team of volunteers that return each year to tirelessly serve H140's cyclists. Over 200 volunteers keep the event organized, positive, and most importantly safe.

We ask the following commitments from our volunteers:

- Volunteer long enough to complete the assignment given
- Be available to attend a pre-event training meeting if necessary
- Be prepared for all weather conditions -- it can be hot, cold, and wet all in the same day
- Work hard, be positive, and have fun!

In addition to the great experience, we'd like to express our heartfelt thanks for your help, and a t-shirt to commemorate your time with us.

We will be working hard to serve the H140 cyclists. We look out for their safety, give directions, and provide the energy and fuel they need to cross the finish line. YOU are the key to a safe and successful H140. So take your job seriously but always remember to have fun!

Please read these next few pages carefully. They cover a few things to help you get better prepared to help at H140.

Thank you!

Sincerely,

Your Friends at Huntsman Cancer Foundation





COURSE SETUP/CLEANUP AND BICYCLE TRAFFIC SCHEDULE

LOCATION	COURSE MILEAGE FROM DELTA	COURSE MILEAGE FROM SALT LAKE	SETUP TIME	BICYCLE TRAFFIC	CLEANUP OUT TIME
DELTA - START (Rob Droubay, Droubay Chevrolet)	0	N/A	5:30 AM	6:30 AM - 6:45 AM	7:15 AM
LYNN DYLL - FEED ZONE 1	24	N/A	6:30 AM	7:30 AM - 8:45 AM	9:15 AM
SILVER CITY - REST AREA - FEED ZONE 2	48.5	N/A	7:30 AM	8:30 AM - 10:45 AM	11:15 AM
ELBERTA - SAN ISIDRO MISSION - FEED ZONE 3	69	71	8:15 AM	9:15 AM - 12:45 PM	1:15 PM
UTAH LAKE WATER STOP (HWY. 68) - 10 MILES SOUTH OF FZ4	88.5	51.5	7:30 AM	8:30 AM - 2:15 PM	2:45 PM
WEST LAKE H.S. - FEED ZONE 4 (LUNCH)	101.5	37.5	8:00 AM	9:00 AM - 3:30 PM	4:00 PM
WEST LAKE H.S. - WATER STOP	N/A	37.5	7:00 AM	8:00 AM - 10:00 AM	10:30 AM
CORNER MARSHAL - 14400 S. AND REDWOOD ROAD	110	30	7:00 AM	7:30 AM - 4:35 PM	5:05 PM
ARROW TRAILHEAD (BLUFFDALE) - 55-MILE TURN-AROUND	111	29	6:30 AM	7:30 AM - 4:35 PM	5:05 PM
SANDY CITY - CENTENNIAL PKWY - FEED ZONE 5	119	21	9:00 AM	10:00 AM - 5:15 PM	5:45 PM
SOUTHWOOD PARK - 30-MILE TURN-AROUND	125	14	9:00 AM	10:00 AM - 10:45 AM	11:15 AM
CORNER MARSHALS - RODEO/6400 SOUTH/1300 EAST	14	13	8:45 AM	9:45 AM - 10:45 AM	11:15 AM
CRESTVIEW ELEMENTARY - WATER STOP	132	7	9:30 AM	10:30 AM - 6:15 PM	6:45 PM
AM CORNER MARSHALS - HOGLE ZOO/WASATCH	N/A	2	5:30 AM	6:30 AM - 9:45 AM	10:45 AM
PM CORNER MARSHALS - NEAR SUNNYSIDE/FOOTHILL	138	N/A	9:45 AM	10:45 AM - 6:40 PM	7:15 PM
FORT DOUGLAS - START/FINISH LINE	140	0	5:30 AM	6:30 AM - 6:45 PM	7:15 PM
FOOTHILL ZONE SIGN SETUP	135 - 140	0 - 5	4:30 AM	6:30 AM - 6:45 PM	7:15 PM
CRESTVIEW ZONE SIGN SETUP	129 - 135	5 - 11	4:40 AM	6:40 AM - 6:35 PM	7:15 PM
MURRAY ZONE SIGN SETUP	126 - 128	12 - 14	4:45 AM	6:45 AM - 6:00 PM	6:30 PM
SANDY ZONE SIGN SETUP	116 - 122	18 - 24	4:50 AM	6:50 AM - 5:30 PM	6:00 PM
BLUFFDALE ZONE SIGN SETUP	110 - 115	25 - 30	5:15 AM	7:15 AM - 4:35 PM	5:05 PM
WEST LAKE ZONE SIGN SETUP	100 - 103	37 - 40	6:00 AM	8:00 AM - 3:30 PM	4:00 PM



COURSE VOLUNTEER INFORMATION — 1 of 2

PRE-RACE PREPARATION

- Read H140's Volunteer information booklet and be familiar with its contents
- Complete and mail the Volunteer Waiver/Release (or scan & email it to us at h140@huntsmanfoundation.org)

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
- Assist riders with ice scoops/ice chests — do not allow riders to scoop ice with bottles!
- 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 cyclist/individual comfortable
- Before the H140 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

EMERGENCY

- Remain calm
- If necessary, ask other volunteers or spectators to help direct traffic around downed cyclist
- Announce yourself to the injured cyclist(s)
- Identify the cyclist's bib number (be sure to not report them by name)
- Ask the cyclist if he/she needs medical assistance (repeat for each cyclist involved in the accident)
 1. If assistance is refused, record their bib number, the time, and note assistance refused
 2. If he/she agrees to assistance, record their bib number, time, and details of the medical assistance requested (i.e. possible broken arm)
- If a cyclist is non responsive or acting strange due to a head injury, assume they need assistance

CYCLIST IDENTIFICATION & SAFETY GUIDELINES

Cyclists must have a bib number on the back of their jersey as well as their H140 wristband. Participants that are reckless and disregard H140 event and safety guidelines are not welcome.

MECHANICAL/SAG SUPPORT

There will be multiple vehicles, some with HAM radio equipment, driving up and down the course to provide support to riders in need of basic mechanical support. These vehicles should also be prepared to provide or arrange rides to the finish for riders who wish to drop on course. These volunteers should have effective communication (cell phone, HAM radio), basic bike tools (pump, tire repair tools, allen wrenches), and ideally a bike rack or pickup truck.



COURSE VOLUNTEER INFORMATION — 2 of 2

SWEEP VEHICLE

There is a “sweep” vehicle, driven by one of our HAM radio volunteers, that follows the last cyclist on course to ensure that all cyclists are accounted for up until the cut-off point. The sweep vehicle should communicate with course volunteers on their way to Salt Lake, ensuring volunteers know they are the last vehicle and that no rider is behind them.

HANDLING INFRACTIONS

If you see a cyclist being unsafe, ignoring ride guidelines, or breaking laws, please write down the following:

- Cyclist bib number
- Violation committed
- Time & Location

Always warn and/or remind cyclists of unsafe actions, but do not bully or threaten them. Most often, the best approach is to simply observe and report. Serious infractions should be reported as soon as possible to either a HAM Radio Operator or Team Leader.

Serious infractions include:

- Running a stop light
- Crossing the center line at any time
- Unsafe conduct while riding in a group or near vehicle traffic
- Not wearing a helmet (helmets must be worn at all times)
- Listening to music on an iPod (or equivalent), earbuds, headphones, etc.
- Talking on a cell phone while riding
- Blatant and indiscreet public urination
- Intentional littering

LOST AND FOUND

All lost and found items should be collected and taken to the closest feed zone, so either the sweep vehicle can grab it on their way through or to be returned to race staff after H140. Lost and found items will be available for cyclists to sort through/pickup at the finish line on Saturday.

TRASH AND RECYCLING

There will be trash and recycling containers at all feed zones and at the start/finish line. Please discard trash in the appropriate container. Please help us keep the roads and towns we pass through as good, if not better, than before the H140 event.

DROPPING FROM H140

While we don't like to consider it, some cyclists will not finish the H140. If a cyclist drops out, please inform either a HAM radio volunteer or Team Leader so they can report it to the Net Control and/or the Command Center.

EVENT COMMUNICATIONS

The main form of communication between course locations will be by cell phone. We expect good coverage throughout most of the north end of the course. South of Utah Lake, cell coverage will be less reliable, and as such we will stage multiple HAM radio operators along the course. When you arrive at your assigned volunteer location(s), please check for cell service. Whether or not you have good cell service, please be aware of your options for contacting the closest HAM operator.



PERSONAL EQUIPMENT CHECKLIST

SURVIVE THE ELEMENTS

- ☐ Bike tools and bicycle pump (dual head)
- ☐ Hat
- ☐ Sunglasses
- ☐ Sunscreen
- ☐ Camp Chair
- ☐ Jacket/Coat (expect all types of weather)
- ☐ Umbrella or Poncho (you never know)
- ☐ Food and Water
- ☐ Cooler (to keep ice in)

SUPPLEMENTAL COURSE EQUIPMENT

- ☐ Box Cutter, Wire Cutters and/or Pocket Knife (something to break down boxes and cut zip-ties)
- ☐ Work Gloves
- ☐ Cutting knife and board (if working food table)

ENTERTAINMENT (WHO NEEDS ENTERTAINMENT WHEN THERE IS A BIKE RIDE GOING ON?)

- ☐ Cell Phone (also for emergency situations)
- ☐ Tablet PC/Laptop
- ☐ Music/Book

OTHER EQUIPMENT THAT'S HELPFUL

- ☐ Head Lamp and/or Flashlight
- ☐ Blanket (a cyclist may need it)
- ☐ Stiff Push Broom (for course marshals)
- ☐ Bike tools and bicycle pump (dual head)



JOB SUMMARIES FOR SATURDAY COURSE ASSIGNMENTS — 1 of 2

COURSE SIGN SETUP

- Marking the course and placing signs for cyclists or support vehicles to follow
- Job involves two or more people per team
- Signs and supplies provided by H140
- Truck or SUV is helpful but not mandatory

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 DNF riders
- Provides encouragement and enthusiasm

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
- 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 and ice-water
- 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
- Assists riders with ice scoops/ice chests — do not allow riders to scoop ice with bottles!

TAKE-DOWN / CLEAN-UP

- Pickup trash, discarded bottles, etc.
- Retrieves road signs, sign stands and other equipment
- Inventory and load remaining food into trucks
- Use extra ice and water to rinse coolers and water jugs
- Pack-up 5-gallon jugs, coolers, tables, signs, canopies, etc. into trucks/trailers



JOB SUMMARIES FOR SATURDAY COURSE ASSIGNMENTS — 2 of 2

START (DELTA OR SALT LAKE)

- Provide encouragement and enthusiasm
- Set up equipment (tables, signs, fences) neatly to ensure smooth start operations
- Help riders check in and pick up their packets
- Direct traffic (foot, car, bicycle) to ensure safety and ease of access to important locations
- Give H140 cyclists information pertaining to the specific course they intend to ride
- Give vendors, sponsors, and partners the information and resources they need to be successful and have a great experience
- When event is over (in Delta), help clean up equipment, signs, and remove trash
- Leave the area cleaner than we found it

FINISH

- Direct traffic (foot, car, bicycle) to ensure safety and ease of access to important locations
- Keep energy and enthusiasm levels high and make it a good experience for everyone
- Keep main pathways clear of bicycles and debris
- Help riders access the food tables, restrooms, and other needs as they come off the course
- Keep the finish area as clean and neat as possible
- Help take down equipment (tables, signs, fences, etc.)
- Leave the finish area cleaner than we found it





CYCLIST SAFETY GUIDELINES

PLEASE TAKE THE TIME TO READ THE SAFETY GUIDELINES IN THEIR ENTIRETY. MOST CRASHES ARE AVOIDABLE AND EACH RIDER IS RESPONSIBLE FOR HIS OR HER OWN SAFETY AND THE SAFETY OF THOSE RIDING AROUND YOU.

OPEN COURSE EVENT: The Huntsman 140 is an open course road ride. There are potholes, obstacles, cattle guards, automobiles, traffic lights, signs, and road construction, etc.

OBEY THE RULES OF THE ROAD: All cyclists are asked to obey all the rules of the road, including, but not limited to stopping at all traffic lights and stops signs, etc.. Cyclists are not to ride more than two abreast and must not impede traffic if doing so.

HELMETS MANDATORY: All riders must wear a protective, securely fastened helmet that meets either the US DOT helmet standards or the U.S. Consumer Product Safety Commission (CPSC) standard for bicycle helmets.

POINTING OUT OBSTRUCTIONS AND SIGNALING TO ONE ANOTHER: This is extremely difficult because one man's obstruction is another man's pebble. Please help point out to other riders around you: rocks, manholes, potholes, debris, and gravel. It's not just about courtesy but, more importantly, it's about safety.

SIGNALING YOUR INTENTIONS TO RIDERS BEHIND OR BESIDE YOU: Be sure to signal your intentions to those around you. Especially if you are at high speeds and in large groups, sudden braking or shifting around the road could harm not only yourself, but others around you.

HOLD YOUR LINE: Swerving is a recipe for disaster. There is a need for all riders to keep your lines straight and true. Just like in a vehicle, there's nothing more disconcerting than being the behind a person who's constantly moving from right to left and back again. Quick side-to-side or swerve movements around a manhole cover or other minor obstruction can hurt you or others and/or put you in the way of approaching vehicles.

DON'T CROSS WHEELS WITH THE BIKE IN FRONT OF YOU: It goes without saying but, this is the cause of nearly all crashes. Please be aware of rider's speeds and watch for signaling that they may be slowing down or moving over.

RIDE AT YOUR OWN PACE: Please remember that the Huntsman 140 is a ride NOT a race. If you find yourself struggling to keep up with a group of riders that may be a little bit faster and you're hammering just to hold your position at the back of the pack or, worse, to hold on in the middle of the pace line, consider dropping off the back. Please don't put yourself into a position where you could hurt yourself, or worse, hurt a fellow rider.

NO HEADPHONES/EARBUDS ALLOWED: Please know that headphones are not allowed in the Huntsman 140. Riding in a group can be tricky and if you are unable to be heard or hear, it puts you and others at risk.

NO AEROBARS ALLOWED: Using Aerobars riders tend to have less steering control, and are dangerous when riding near other cyclists, especially in larger groups.

PACING: Each year, several hundred cyclists participating in the Huntsman 140. You may find a new great group of friends that will be riding at your pace. If you are riding at a pace that is comfortable to you, you'll find the ride more enjoyable and everyone will finish without incident.



ABOUT THE RIDE

The Huntsman 140 is a road cycling, non-competitive ride starting in Delta, Utah and finishing near the Huntsman Cancer Institute in Salt Lake City. The ride is held on the last day of Jeff Warren's epic ride from Reno, Nevada. Jeff is a cancer survivor and the ride-founder of the H140. This year's eighth annual H140 will be held on Saturday, June 16. The event also includes out-and-back distances (from Salt Lake) of 30, 55, 75, and 140 miles.

All funds raised through this one-day non-competitive ride go to Huntsman Cancer Foundation (HCF) to support cancer research at the Huntsman Cancer Institute (HCI). Each rider is encouraged to fundraise \$500.

EVENT SCHEDULE

SATURDAY, JUNE 16, 2018

- **Start Line** — Delta, UT

140 mile ride to Salt Lake	-	6:30 AM
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- **Start Line** — Salt Lake, Fort Douglas UofU Campus

140 mile out-and-back	-	6:30 AM
75 mile out-and-back	-	7:00 AM
55 mile out-and-back	-	7:30 AM
30 mile out-and-back	-	8:00 AM

- **Finish Line** — Salt Lake, Fort Douglas UofU Campus

30 mile out-and-back	-	9:30 AM - 11:00 AM
55 mile out-and-back	-	10:00 AM - 12:30 PM
75 mile out-and-back	-	10:30 AM - 2:00 PM
140 mile out-and-back	-	12:30 PM - 6:30 PM
140 mile from Delta	-	12:30 PM - 6:30 PM

FACTS AND TRIVIA

- 2018 will be the eighth annual Huntsman 140
- The Huntsman 140 is a ride, not a race
- There are two start lines (Delta, UT and Salt Lake City, UT)
- Five courses (Salt Lake out-and-backs = 30, 55, 75, and 140 miles; Delta to Salt Lake point-to-point = 140 miles)
- 2 to 4-person relay teams can ride the Founder's Route from Delta to Salt Lake
- One finish line (Salt Lake City near the Huntsman Cancer Institute)
- The Huntsman 140 is a fundraising bike ride that benefits Huntsman Cancer Institute in Salt Lake City, Utah
- 100% of all donations raised go directly to cancer research at Huntsman Cancer Institute
- In 2017, the Huntsman 140 (in combination with the Huntsman Heroes 5k) raised just over \$625,000 for cancer research!
- Our goal is \$750,000 for 2018!



EMERGENCY PLAN — 1 of 2

INTRODUCTION: Please try all you can do to minimize the chances of incident in your area. Please keep all emergencies among the “Need to know,” in other words, do not discuss incidents with passersby and spectators, unless they too may be in harm’s way. Please keep calm, keep radio and cell phone calls to a minimum, report only to proper authorities, and wait to be instructed by the emergency, medical crews or Huntsman Cancer Foundation Staff.

If you see something suspicious in your area, please report it, no matter how small it may seem. Including, but not limited to packages, backpacks, boxes, and persons that are acting strangely. There will be many people, including families with young children and it is our job to keep them and the environment that we are creating for them safe and fun.

EVENT DEFINITIONS:

Starting/ Finish Line: The area along Fort Douglas Blvd where the public is gathered to cheer on participants.

On Course: Any of the Huntsman 140 or Huntsman 5K courses.

Medical Event: Any incident where medical care is requested or needed by a patron, volunteer, participant or staff member.

Life Threatening Emergency: A medical or traumatic situation where there is an immediate threat to a person’s life or limb including an airway, breathing, circulation or neurological problem such as choking, breathing difficulty, no pulse, severe bleeding, unresponsiveness or confusion. **For all life threatening emergencies, dial 911.**

Non-Life Threatening Emergency: A medical or traumatic situation where there is not an immediate threat to a person’s life or limb, such as bleeding easily controlled on its own, medical complaints where the person is thinking clearly, the ability to walk on their own without assistance. For all non-life threatening emergencies, **contact on-site medical personnel on the medical radio channel.**

Police Assistance: Any incident where a crime or potential crime is or is about to occur and local law enforcement is needed. **For Police Assistance emergencies, dial 911.**

Weather Event: Any event brought about by the natural occurrence of the weather (wind, rain, lightning, snow, hail, etc.) **Only a member of HCF will call the event or delay the event due to weather conditions.**

FIRST AID AND EMERGENCY MEDICAL SERVICES: At the Start/Finish there will be on-site medical care during the entire event provided by Harmony Home Health and Gold Cross Ambulance. Ambulance services will be available on course at various locations as well. The level of care provided by the medical staff will be based on EMT Basic level of first response. Meaning they are there to treat, cuts, scrapes and/or to stabilize the injured person until an ambulance can arrive and take them to the hospital for further treatment.

NON-LIFE THREATENING EMERGENCIES: Non-life threatening emergencies should be referred to on-site medical staff for evaluation and treatment (please refer to the definition of Non-Life Threatening). Injured person(s) should not be moved without proper attention of the on-site medical staff. If an ill or injured person refuses medical care, inform them that the on-site medical staff would be happy to evaluate the problem and provide any medical advice. If the person continues to refuse, please still notify onsite medical staff of instance.



EMERGENCY PLAN — 2 of 2

An incident report is required for the following circumstances:

- A non-life threatening injury or illness to a participant, volunteer or staff member who refuses medical evaluation or care.
- A life threatening injury or illness of any kind.
- An injury due to faulty equipment (tables, chairs, etc) or other potential hazards.

LIFE THREATENING EMERGENCIES: For life threatening emergencies immediately report to on-site medical staff and HCF Staff. The information to report should include:

1. The exact location of the incident
2. The nature of the incident
3. If the person is breathing or not
4. The name of the contact person familiar with the incident that the medical staff can meet with upon arrival.

After reporting the incident, stay with the injured person and watch for the on-site medical staff. You may provide first aid care based on your training as you feel comfortable. Do not put yourself or others around you at risk from injury. Evacuate everyone from the area, if appropriate. Once the on-site medical staff arrives, turn the site over to them. The on-site staff will evaluate the situation and determine if local EMS is needed.

LOST CHILD OR PARENT: When a child is found or a parent has reported them lost, immediately contact HCF Staff using a radio or staff cell phone. Information to report should include:

1. Name
2. Age
3. Gender
4. Hair color
5. Clothing
6. Parent's name (if we have the child that can't find their parent)

HCF staff will distribute the information among all the area captains and will be announced at the Finish line announcer's booth so all can be on the lookout. Please have a volunteer take the lost child or parent to the Finish line/Announcers booth as a reuniting area.

SEVERE WEATHER: The Huntsman 140 and Huntsman 5K will go on rain or shine. In case of a severe weather threat, such as frequent lightning, tornado, winds over 50 mph, HCF staff will radio all staff to help direct participants, volunteers and spectators inside the University Guest House and/or Command Center for safety. **Only a member of HCF will call the event or delay it due to weather conditions.**

POLICE: In the event of the following emergency situations, dial 911 immediately:

- Shooting/stabbing
- Bomb Threat/Actual or suspected device
- Chemical or Biological threat
- Riot
- Automobile accident

Afterward reporting to the police, contact HCF staff.



ACCIDENT/INCIDENT REPORT FORM

Date of incident: _____ Time: _____ AM/PM

Name of injured person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number(s): _____

Date of Birth: _____ Male _____ Female _____

Who was injured person? (Circle one) Participant Spectator Volunteer Staff

Type of injury: _____

Details of incident: (write on the back more space needed) _____

Injury requires physician/hospital visit? Yes _____ No _____

Name of physician/hospital: _____

Physician/hospital phone number: _____

Would the injured person be ok with a follow-up call from HCF staff after the event? Yes _____ No _____

Signature of injured party

*Even if no medical attention was desired and/or required.

Date

Signature of injured party guardian (if under 18 years of age)

Date

Return this form to Medical Coordinator when complete.