

CHIDITAROD 2013 CHECKPOINT MANUAL

Who to Text/Call:

Liz Campanella	312.404.4332	CHECKPOINT HEAD / FINISH LINE LEAD / BOSS JUDGE
Kathleen Ellis	312.451.9595	BIKE MARSHAL CO-LEAD
Steven Lane	312.504.7108	BIKE MARSHAL CO-LEAD
Devin Breen	312.404.0507	MUSHER-IN-CHIEF
Dimitri Acosta	847.924.9452	Additional Support
Brian	740.417.6435	CHISCORE
GroupMe	860.352.0184	

Startling Line: (Large Private Lot) 1900 W Hubbard, Chicago IL
Finish Line: (Bottom Lounge) 1375 West Lake Street Chicago, IL 60607

GroupMe: Please use this software to report anything important, ask questions, communicate with other checkpoints.

Timeline:

8:00 - 9:30 am Volunteer Check-in just inside the big/main gate by 1900 Hubbard. Enter, make hard left.
Volunteers arrive 8, 9 or by 9:30am per registration form

9:45 am Racer Registration Opens

11:00 am EE plays

11:45 am Racer Registration Closes (must be in line by this time)

12:30 pm Race starts

Checkpoint specific

12:00 pm **Squads arrive at Bar**

12:40 pm Racers start to arrive at checkpoints.

12:45 - 4:00pm Waves of racers arrive, timing and judging and merriment commence.

End of day - depends on good weather/starting on time. Liz will text leads to refine DFL as needed.

4:00 pm Last Call at checkpoints. Ie: "Get your dogs out of there and on the race to the finish!"

4:00 pm **Last time a team can check in, no more check ins after.**

4:25 pm Checkpoint Closed - huddle up with team and finish prizes.

4:45 pm Master Judging sheets due at Bottom Lounge - to Liz

4:45 pm Teams competing for Dead Fucking Last Award must be at Bottom Lounge

5:00 pm **Checkpoint Bag deadline @ Bottom Lounge AT THE LATEST**

5:10 pm EE plays

5:30/5:45pm Award Ceremony

Before the Race:

Coordinate with the checkpoint beforehand to smooth out where carts will go, clearing out extra space inside and around the checkpoint and any audio/visual needs you may have. Ensure that the checkpoint provides 2 tables with enough chairs, pitchers of water & cups, enough bartenders, extra garbage bins, etc. Also demand drink specials and ask for food specials. Leverage any and all of your checkpoint's unique features to make the 'rod more ossm.

Important Gear You Might Need:

Bolt Cutters: Roots, Cobra, Phyllis's

Angle Grinder (for Ulocks) – Each checkpoint will have their own angle grinder.

How a Checkpoint works

A checkpoint is an intermediate stop along the race route where racers water their dogs, amongst other things. Here's the process for how teams come and go from the checkpoint, and most - ok - *some* of what occurs therein.

- Flag bearer waves flag outside, standing in a visible area for approaching racers to see.
- Teams arrive at checkpoint.
- Cart Wrangler(s) tell those dogs where to put their cart.
- Team lead goes inside. ** Must have official Chiditarod wristbands, timecards, and maps **
- Team lead hands in time card to Time-in crew:
 1. Time-in crew simultaneously record the time on the laptop CHISCORE:
 - you should already be logged in as your checkpoint.
 - enter the team number into the box.
 - program has an automatic timer that counts down the 25 minute mandatory stay at the checkpoint.
 - use checkout whenever they check someone out so we have a timestamp for when they actually leave.
 - it is up to the team to retrieve the card from you.
 2. Time-in crew record the current time into the correct box on the team's race card.
 3. Time-in crew records the check-in time on the Judges Sheet
- If a team has skipped a checkpoint:
 - tell them they can stay, but are ineligible for some awards.
 - mark "skipped".
 - let them take the card back and go to the correct checkpoint, do not note they arrived at your checkpoint .
- Bribery, mayhem, naughtiness.
- Performances or special events, vary by checkpoint/Judges note who prize winners are for Judges Sheet. Add into CHISCORE in the contest box
- Team asks for time card from Time-out crew.
- Time-out crew decides if it's time (do not over-stay the teams longer than 25 minutes. a little less may be appropriate).
 - It is über important for checkpoint timers and judges to not be douches!
 - you **cannot** demand bribes in order for teams to retrieve their cards after they've been at a checkpoint the minimum 25 minutes.
 - **Note about bribing for time: a few seconds is a big deal! 30 seconds is huge.**
 - Repeat time-in steps 1, 2 & 3. Initial the "stamp here" section of the time card, click "Checkout" on CHISCORE. Teams get time card.
- Teams leave.
- 4pm bar staff announce "LAST CALL for CHIDITAROD", begin to pack up checkpoint materials, Judge Sheets, Timecards, Manuals, Materials all go back into your Checkpoint Team bag. Teams can leave the bar at 4:25 or as soon as the last team has checked out. Scan area in and around bar for debris and abandoned carts.
- 4:45 pm deliver Time & Prize Boss Judge Sheets to Liz/Dimitri at Bottom Lounge.
- Turn in all your paperwork, binders, bags etc to Gear Table at Finish Line
- 4:45 pm teams competing for Dead Fucking Last must be checked in at finish line.
- 5:30/5:45pm - Awards Ceremony.

Role Descriptions

Flagger - Stand in a visible area outside waving the Chiditarod Flag to signify where teams should be heading and lead them towards the Cart Wrangler. Let them know verbally where to park carts and where to enter the checkpoint. Don't be tricked into giving up your prized Flag!

Cart Wrangler/Sidewalk Enforcer - It is your job to ensure the carts get parked first in/first out. Make sure carts are only in designated area, keeping side-walk/walkways/roads clear for pedestrian/vehicle traffic. You are a calm influence on whatever may be happening and you are the voice of reason reminding teams to obey all laws (aka, no public drinking). Work with Bike Marshals in your zone to ensure things are safe and orderly. Please pay attention to: no public drinking, teams can not MOOP (Matter out of place) ie leave trash around. Once a team arrives make sure a team member goes directly in with their time card to check in.

Time-In - Take team's race card - first come first serve. On the team's time card, In the next open/matched to your checkpoint name "Time IN:" area, write down the exact time they arrived in the form HOUR:MINUTES:SECONDS. Put a piece of transparent scotch tape over your writing. Remind them that they must collect their card from you in order to leave. Type the Team # into CHISCORE and click the "Checkin" button. Team name and # should appear under the header "Waiting At The Bar". Give the card to checkout volunteer (depending on how many teams are checking in all at once, do this first - Then record on paper Time-In sheet the times the racers came in). For example, team #2 hands you their card at 1:01pm and 35 seconds. You first type their # into CHISCORE, then write the time down on the card 1:01:35, put the tape over it and stamp the box and then write the time as 1:01:35 on the Time Sheet next to their team #. Then give it to the checkout volunteer. When all racers are checked in, help the checkout person.

Time-Out - As you get cards from the Check-in person, in the next open "Time OUT:" area, write down the exact time they can leave in the form HOUR:MINUTES:SECONDS. (The time they can leave is their arrival time plus 20 minutes). Organize checked-in race cards by time on card or team name. Each team is responsible for picking up their card from you after their 20 minutes have elapsed, but you can call their team name if you like. They will likely be hanging out for the last minute or so, waiting for the moment when they can leave. Keep a close eye on the current time, CHISCORE will automatically populate the team #/name under "Almost Ready To Go" header, teams can leave when they appear under "Get The Fuck Outta Here". Use the "checkout" button when teams do leave so we have a timestamp for when they actually leave. When teams collect their timecards to go, time-out checker should initial in the stamp here section. Write down on the TimeSheet what time they actually left and any notes needed to be made. Cover timeout time with a piece of scotch tape.

Judges - You are given extra special duties to judge teams on contests taking place at your establishment. Rules vary, but we want you to pick the best and brightest teams, the ones that wow'd you with their Chidita-woo presence! For clarification see Judging and Contests on next page.

Other Non-Checkpoint Specific Roles

Merch - These individuals are tasked with selling our glorious merch and patches. Give them priority seating at the checkpoints (after your Time-in/Time-out staff) so that they can set up in a high-traffic/visibility area.

Bike Marshals - These people pretty much rock face! They are the public safety face to the Chiditarod and should be accorded your respect and responsiveness. Meaning, they may approach your team for assistance or need to pass a message along, direct them or their message to your Team Lead ASAP. ID them by Bike Marshal arm bands and reflective safety vests.

Judging

Your volunteer team is empowered to help choose prize winners!! You'll have a prize spreadsheet with all the team #'s and names, along with columns for various prizes. It'll also be automated in CHISCORE. Carry out competitions and choose worthy teams for your prize list. Record your choices and deliver the results to the Prize Boss Judge at the finish line.

BOSS JUDGE/ LIZ CAMPANELLA - FIND HER AT BOTTOM LOUNGE TO TURN IN ALL YOUR SHEETS. She will be by the checkin table

Prize Categories

Checkpoint Volunteers can weigh in on any of the contest below. If you see someone you like in the bar, ask them their team number, write it down and make a note why.

- Spirit of Chiditarod (aka/Good samaritan) - Participating fully in cart/costumes/themes/food, and going above and beyond the call of duty for others, like getting someone's cart off the roof. Similar to best in show, but for teams with crazy amounts of spunk. To teams making the day memorable (in a good way) for other teams - the team people talk about after the race as going the extra mile to be extra funny or helpful.
- Best in Show (1st, 2nd, 3rd) - Incredible execution of theme in design/cart/costumes/attitude/sabotage/etc. Staying in character, the longer the better. example: Action squad's presidential motorcade - the secret service guys almost tackled me as I approached the cart at the starting line. Full character, best overall presentation of a cohesive theme, costume, cart.
- Rookie of the Year - For the Newbie team who has shined and shined very brightly.
- Best Bribe - Again use your discretion!
- Best Sabotage - You'll know it when you see it.
- Best Costume

Checkpoint Contest Guidelines

- **Contests are optional.** Teams don't have to participate in order to enter/leave the checkpoint.
- You can not require anyone to purchase anything or drink/eat as part of the contest.
- Contest must be completed in 5 minutes or less.
- Contests should be easy to understand in less than 5 minutes.
- A maximum of 3 team members may be asked to participate.
- Removal of clothing cannot be a requirement.
- All participants have signed their waivers, but be smart in physical challenges.

Choose from these two broad categories of contest:

- 1 Contest where there's 1 winner among ALL Chiditarod teams are awarded at the finish line and must be included on CHISCORE/given to Prize Boss Judge by 4:45pm at Bottom Lounge.
- 2 Contest where there are multiple winning teams. If you have multiple winners, prizes (which are optional) for these winners must be obtained and given on the spot, and will not be distributed at the finish line.