Cocodona Volunteer Guide
May 5th thru 10th, 2025

Cocodona250 – May 5th thru 10th, 2025
Sedona Canyons 125 – May 7th thru 10th, 2025
Mingus Traverse – May 6th thru 8th, 2025
Flagstaff Crest – May 9th & 10th, 2025

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1. Welcome!

Now with four race distances; the original Cocodona250, Sedona Canyons 125, Mingus Traverse, and Flagstaff Crest, Cocodona has something for everyone. The Cocodona250 is the most diverse point-to-point 200+ mile footrace in America. The course is challenging, rugged, steeped in history, and stunningly beautiful. Welcome to the Cocodona!

Aid Station Captains and Assistant Captains – Please read through this Volunteer Guide prior to race week and do not hesitate to contact us with any questions.
Aid Station Volunteers – It is recommended but not necessary for you to read this entire Volunteer Guide.

Like being social and want to be kept up to date with all the deets? Follow the Cocodona Instagram, join our Cocodona Runners Facebook group, and follow our Cocodona Facebook page.

2. Aravaipa Running

Cocodona is organized by Aravaipa Running. Based in Phoenix Arizona, Aravaipa is a runner-driven organization that promotes trail and ultra running and mountain biking events across Arizona, Utah, Colorado, Nevada, California, and New Hampshire. The production of Cocodona would not be possible without the help of the communities the race passes through, the many staff and volunteers who help in varying capacities from medical to aid stations to course marking and much much more. Learn more by visiting aravaiparunning.com.

3.   Time Zone

Ok, this maybe more confusing than it should be. Arizona does not observe Daylight Savings Time and is therefore ALWAYS on Mountain **STANDARD** Time (BUT KEEP READING). In May, for the race, the time in Arizona will be the same time as in California (Pacific Time).

Bottomline, for race week…you will be on Pacific Time. IE – Same time as San Diego, CA.

4.   Race Command (602)830-4526

We have a central dispatch during the race that we call Race Command. This is a TEXT only phone number so send them a text and they can call you back if needed. They have all the race info, all staff's contact info at hand, they know which staff members are on sleep break, know all of the runners and staff member's locations. Race Command is your go to for ANYTHING you need. Send the text to Race Command and they can dispatch the appropriate staff member if needed.

Many times, you are the first to hear of issues. Are runners coming into your aid station saying the course marking is off in a section? Are runners saying there is a runner in trouble ¾-mile back? Text Race Command and we are on it.

5.   Aid Station Roles and Responsibilities

Aid Station Captains – The aid station captain role is a BIG job. You are be responsible for:
- Goal #1 – Get runners to the finish line
- It is not always possible but we try to always say, "yes, we can do that" when the runner asks.
- If possible, assist the RD in obtaining your assistant captain and aid station volunteers
- Be available for emails/communications/training in advance of the event
- Obtain Food Handlers Cert
- In addition to the race director's standard communications, coordinate details/instructions with your station volunteers
- Coordinate w/ Asst Captain the expectations between you two, who will do what, etc.
- Might be asked to bring some personal supplies and/or purchase some items for your station (if possible and you will be reimbursed)
- Final setup of the aid station
- Check volunteers in as they arrive to the aid station. Provide a shirt if they are listed on the shirt report (last minute signups do not get shirts).
- Managing and assisting volunteers to support their role at the race
- Providing a safe, efficient, fun, and clean aid station experience for all runners
- Sleep. We want/need you to go on sleep breaks. Try to be proactive and sleep during slow times. Trade sleep shifts with your Assistant. Ideally you can both be awake for the busiest hours.
- Record inventory, volunteer hours, and volunteer no-shows
- Breakdown after the race cutoff
- Providing feedback to race director after the race

Aid Station Assistant Captains - Responsible for supporting the
- Goal #1 – Get runners to the finish line
- It is not always possible but we try to always say, "yes, we can do that" when the runner asks.
- Might be asked to bring some personal supplies and/or purchase some items for your station (if possible and you will be reimbursed)
- Follow the lead of your Aid Station Captain
- Final setup of the aid station
- Managing and assisting volunteers to support their role at the race
- Providing a safe, efficient, fun, and clean aid station experience for all runners
- Sleep. We want/need you to go on sleep breaks. Try to be proactive and sleep during slow times. Trade sleep shifts with your Captain. Ideally you can both be awake for the busiest hours.
- Breakdown after the race cutoff
- Act as aid station captain during captain's absence (e.g., during sleep breaks)

Aid Station Volunteers – Thank you so much for making this race possible! You are helping the runners achieve a feat of a lifetime.
- Goal #1 – Get runners to the finish line.
- It is not always possible but we try to always say, "yes, we can do that" when the runner asks.
- Show up to your aid station on time and with the clothing for the cold/heat.
- Have a great attitude with the runners
- Help where the captain needs you. It may be on the grill, directing parking, making PB&Js, getting drop bags for runners, filling hydration bladders, applying sunscreen, or the myriad of other things needed to get the runners to the finish line.

6.   Extra Items Provided by Captains & Assistants

Transporting, setting up, and tearing down all the equipment and supplies needed for a race of this magnitude takes a huge effort. There are some items we ask Aid Station Captains and Assistant Captains to help with. We know you already do so much to support the runners and we realize this is asking even more. Thank you so much for all your time, effort, and care. This is meant for local captains/assistants that are driving from the race. If you are not local (flying in to volunteer), please do not purchase propane tanks or coolers. However, it would still be great if you were able to purchase the other items in this list:

- **Reimbursement** – Aravaipa will reimburse for any of the expenses listed below. AFTER THE RACE, email receipts to erika@aravaiparunning.com and include your mailing address for us to mail you a check or specify if you prefer Aravaipa UltraSignup credits.
- **Fire** – It is OK (and highly encouraged) to build a small fire but ONLY at the following Aid Stations (Lane Mountain, Arrastra Creek, Dead Horse, Foxboro Ranch, and Kelly Canyon). Aravaipa will provide a small amount of wood. We are constricted on the amount of space in the course setup vehicles, so please consider bringing extra wood. **Oversee fire 100% of the time. Douse if it gets windy. At end of the event turn w/ shovel, douse, turn, douse.**
- **Propane** – Refilling propane tanks can often be a pain during Cocodona. Aravaipa supplies all the propane tanks that we own but we have a limited supply and there is only so much room in the course setup trucks. Use the small green cannisters FIRST. Aid Station captains and volunteers – please consider bringing your

own personal 20# propane tanks. If we end up using it, you can take your empty propane tank home, exchange it for a full tank, and Aravaipa will cover the cost.

- **Bananas** – When we place bananas in the refrigerated food truck for transport it spoils the bananas. Please purchase and bring bananas for your aid station. See the Aid Station Specific notes for the quantity of bananas needed at your aid station.
- **Grapes, Strawberries, Blueberries, and/or Veggie Tray** – We are space constricted in our course setup and refrigerated trucks. Please help by purchasing fruit or veggie-trays. In addition to the bananas you bring, Aravaipa provides oranges and watermelon. Small quantities of grapes, strawberries, or blueberries as stand-alone items or to add to pancakes are a huge hit with some runners.
- **Cooler(s) + Ice** – Space in our trucks is a limiting factor. Please bring a cooler (approx. 50qt) with ice for storage of various items that will come off our trucks not already stored in coolers.
- **Crock Pots and other extra cooking equipment** – If you talked to Hanna about bringing some extra items, we are counting on you bringing them. If you don't know what I'm taking about, you can disregard.
- **Music** – Life is more fun w/ music. So are aid stations. Bluetooth speaker and charge cord. Not required but more fun if you bring it.
- **Clipboard / Dry erase + marker / Pen** – These items are great to have.

7.   Aid Station Open Times

In an ideal world, the volunteer shifts for every aid station would start just in time to be prepared for the first runners to come through (with a little buffer time). For the first few aid stations we have very good data on the runner arrival time but as you progress further down the course, the "buffer" of the aid station open time needs to be larger. Big distance = bigger buffer. For example, if the runners are an average of 2-min/mile faster on the whole course, that equated to 8.5 hours of difference.

We have scheduled the aid station open times to be in line with the fastest runner arrival time to each aid station from previous years. If the lead runners are a bit slower than previous fast years, the start of your shift will be very easy. If the front runners are way off of the fastest projections, Race Command might call you to adjust your shift start time back. IN this case, volunteer hours will still be credited as scheduled.

8.   First Steps at the Aid Station

As an Aid Station Captain, it often feels overwhelming when you first arrive at the aid station. Take a breath and relax, there is time to get setup. Here are the steps you should take:

- **Aid Station Already Setup** – The major infrastructure (tent/tables/lights/etc) of the aid station will already be setup when you arrive (except Cottonwood Creek).
- **Race Command** – Text (602)830-4526 saying you are onsite. Include your name and aid station name.
- **Binder** – Find the aid station binder. It will have all the details to get you going.
- **Aid Station Table** – See estimated first runner arrival time in the binder. SPOT Tracking of runners can be seen at https://trackleaders.com/cocodona25. Race Command can provide estimated first runner time.
- **Aid Station Specific Notes** – Read through the aid station specific notes in the binder.

- **Look through Bins** – Have a look through ALL the bins/boxes to see what you've got. DO IT. The bins/boxes may need some reorganization, spend some time sorting like items with like items; pots/pan, breakfast, hydration, etc. We place things in the bins wherever there is space, therefore like items don't always end up with other like items. Often, Aid Station Captains text Race Command for a restock on an item they actually do have they just didn't realize they already had it. Organizing will help you know everything you have at your disposal. Do not break down the big hefty boxes, we re-use these for next race.
- **Secondary Setup of Aid Station** – Aid Station Captains and Assistant Captain will need to complete the secondary setup (arrange coolers/food-bins, setup handwash and dish wash stations, etc). Most of you will have 1 volunteer (more vols at larger aid stations) to help with secondary setup. Setup the front tables with the runner grab and go food, fill up water and Tailwind in igloo coolers, setup your kitchen / cooking area / dish-wash / handwash stations. Typically, the first runners are very spread out (see your aid station's runner flow chart in the binder), so you probably do not need to cook a huge volume of food for the front of the pack. Follow Hanna's instructions on setting up the kitchen and food.
- **Vol Check-In** – We will send you a link to a google sheet to record volunteer no shows and changes of hours. If your aid station is in a location with no cell service, we will have the volunteer report printed in your aid station binder. If you don't like google sheet, let us know and we will print the report for you. Give volunteers shirt if they are listed on the shirt report (last minute signups do not get shirts). Please have all volunteers wear shirts as their outermost layer of clothing if possible.
- **Drop Bags** – Setup drop bags in order by bib#. One volunteer to help grab bags. MOVE TO USED PILE after runner uses (Dead Horse to the Finish).
- **Livestream Bin** – If your aid station includes Livestream volunteers, look for a bin labeled LiveStream. There should be some gimbles (phone holders for filming) and charging cords inside. Located these items and plug them into power for charging.
- **Read** – After things are setup and running, go back to the binder and read the entire thing.
- **Bins / Coolers Reinspection** – Go through all the bins / food boxes / coolers again. We want you to know what supplies you have and where those supplies are located. Too many times we scramble to go get peanut-butter and it was in a box under the chips all along (this is an example but you get the point). Hopefully we have thought of nearly everything including; sunscreen, lube, electrolyte tabs, tampons, and the aid station sink.
- **Required Gear** – If your aid station is a gear check aid station, place a volunteer at the runners exit point with a chair, table, clip board, and pen to record bib numbers as runners AND pacers are checked for gear.

9. Food Safety

Food safety is a major priority. We need to get the runners from the start line to the finish line with plenty of good food. May runners will deal with stomach issues due to the strain they are putting on their system, we need to ensure our food does not add to those issues. And…we need to pass the Health Inspections.

Most aid stations will receive a visit from the County Health Inspector. There is no need to stress about this inspection. We always pass. The Health Inspector may require some adjustments, just roll with the punches, and make the required adjustments. Follow the setup and food prep instructions that will be in the aid station binder and you will pass with flying colors. We will do our best to have a staff member at your aid station when your aid station is inspected.

The main concepts for food safety are:

- Handwash station with warm water and soap
- 3 bin dish wash station with chlorine test strips
- Food logs with time food was prepared and placed in chaffing dishes / serving Tupperware bins
- Thermometers to test food temps of cooked and stored foods
- Coolers periodically drained of water and stocked with adequate ice
- ALL THE FOOD WAS PREPARED ONSITE – If ever asked, you answer "ALL FOOD WAS PREPARED ONSITE."

In addition to the instructions in the Aid Station Binders, our food gurus Pati and Hanna will be bouncing along the course to each aid station helping you with your food setup.

10. Think 4 Hours Ahead

The Aid Station Captain is a big role and we don't want the captain to make every bean roll-up and hand each runner their drop bags. Captains should be utilizing their volunteers to do the work and standing back to think of what is coming next. Periodically have a look at the runner flow chart (or runner tracking) to see if there is a large group of runners coming. Think through the food items you are going through fast. How is the level of your ice, propane, utensils, water, etc? Do you have a volunteer shift coming up with not enough volunteers? If you need something, please text Race Command. Please try to be strategic, we do not want to send a staff member to restock your ice and then 30-minutes later send another staff member to restock your forks.
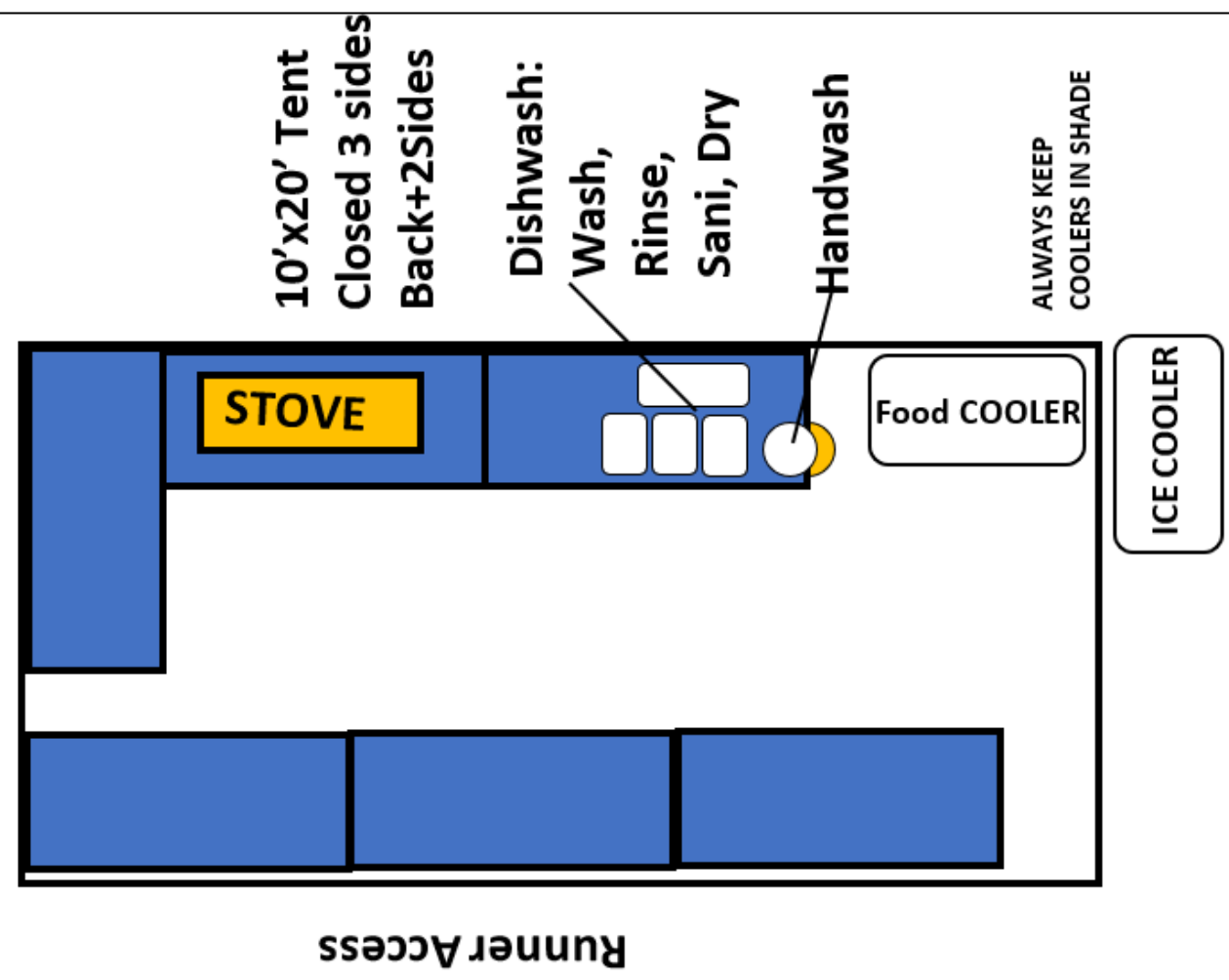
11. Aid Station Driving Directions

Aid Station driving directions can be found HERE.

12. Aid Station Specific Instructions

This is arguably the most important information. Specific instructions for each aid station can be found HERE.

In addition to the link above with specific aid station instructions, here are TYPICAL aid station kitchen layouts.

10'x20' Tent
Closed 3 sides
Back+2Sides

Dishwash:
Wash,
Rinse,
Sani, Dry

Handwash

ALWAYS KEEP
COOLERS IN SHADE

Move stove setup outside if
the health or fire department
requires it.

STOVE

Food COOLER

ICE COOLER

Runner Access

Dump grey water into:
-1st option – Indoor toilets/sinks
-2nd option – Portable toilets
-3rd option – Strain → ground

8

Cocodona250 – Kitchen Layout – 20'x20' Tent

COOLER   **COOLER**

Runner Access

STOVE

20'x20' Tent
Closed 3 sides
Back+2Sides

Move stove setup outside tent if the health or fire department requires it.

Handwash

ALWAYS KEEP
COOLERS IN SHADE

Dishwash:
Wash, Rinse, Sani, Dry

Dump grey water into:
-1st option – Indoor toilets/sinks
-2nd option – Portable toilets
-3rd option – Strain → ground
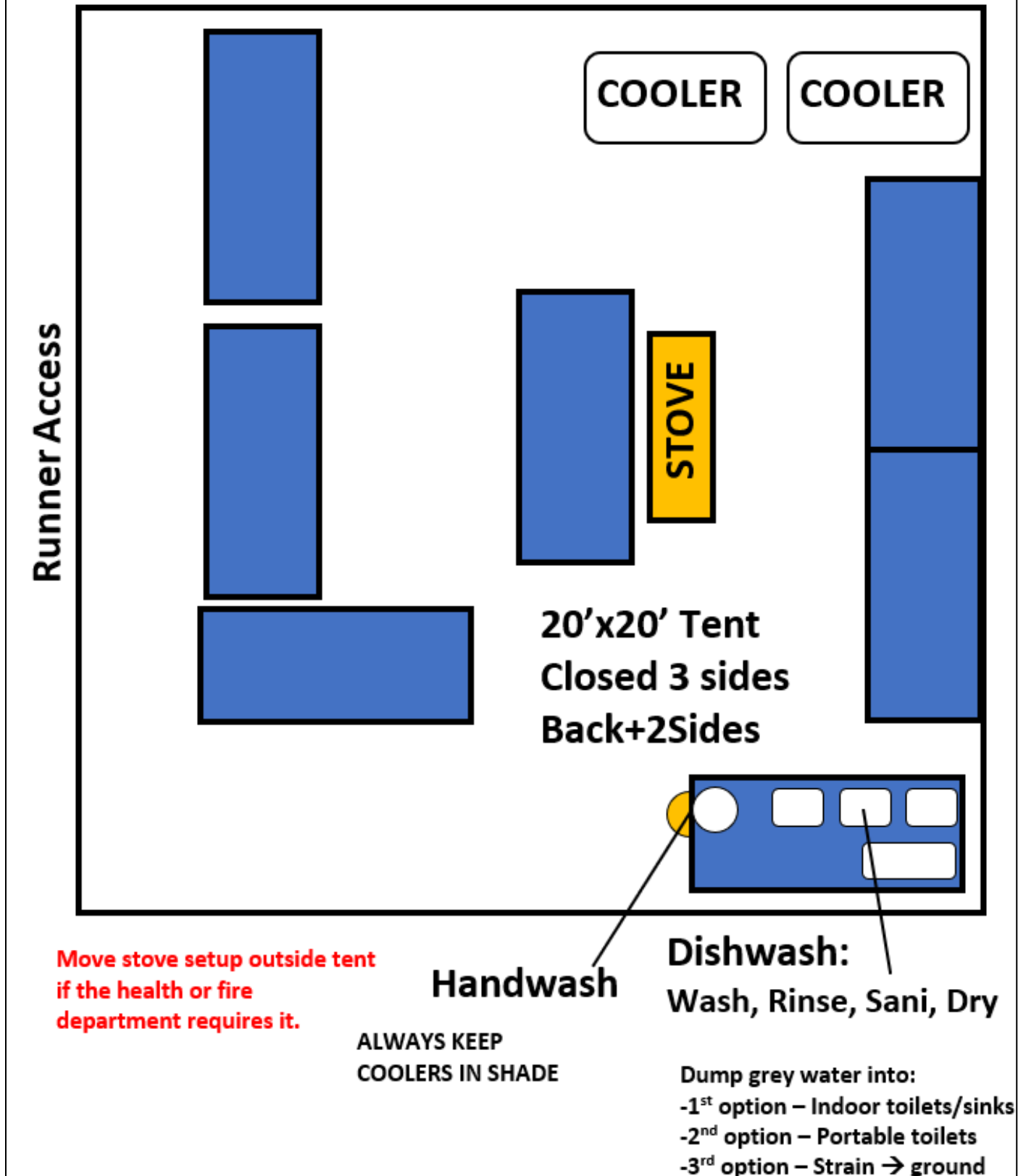
13. Aid Station Runner Arrival Flow Chart

It is very useful to see a graph of the number of runners that will arrive to your aid station by hour. You will quickly get a sense of the busy times at your aid station. Runner Arrival Flow Charts for every aid station can be found HERE. Cocodona250 runners are shown in blue, Sedona Canyons 125 runners are shown in orange, Mingus Traverse runners are shown in green, and Flagstaff Crest runners are shown in grey.

14. Teardown

The last runners have come through, the race so far has been a success, and you are exhausted. These are the things we would love from you before you head home and yes, please feel free to start working on these items as you wait for the last runners:

- Text Race Command with info on any DNF runners not already communicated to Race Command.
- Wash / clean kitchen utensils, cutting boards, tables, etc.
- Organize kitchen bins.
- Organize and consolidate food in coolers/bins. Drain coolers of water and restock ice if possible.
- Shade all coolers, food bins, soda, water.
- Record volunteer no shows and hour adjustments on the volunteer report in the binder.
- Fill out the survey sent to you via text from Race Command so that we can keep dialing in this race.
- For aid stations with fires - Turn, douse, turn, douse the fire to make sure it is 110% out.
- For aid stations with luggable loo toilets – Tear down the toilet / tent and **double bag** the waste.
- For aid stations with InReach devices – Leave the InReach with the aid station binder.
- Leave enough food / water / Tailwind for the last runners and SWEEP.
- If you have a Livestream bin, try to charge the gimbles with power before close of your aid station.
- If the last runners / sweep are behind cutoff – Text Race Command if you are NOT able to stay at the aid station until they arrive.
- Make sure finishing sweeper gives the next sweeper their SPOT tracker.
- Any breakdown of tables, chairs, cots, tents, lights, etc would help the course breakdown crew immensely.

15. Special Circumstance Runners

There will be a few special circumstance runners who you will need to look out for. IE – Hearing impaired, specific allergies, special needs, etc. That information will be printed out and in your aid station binder.

16. LiveStream, Medical, & Sports Therapy Volunteers

There are a few different volunteer types that may be showing up at your aid station. The Aid Station volunteers a self-explanatory but there are also; Livestream, medical, and sports therapy scheduled at various aid station. Aid Station Captains will need to check these volunteers in and provide the volunteers with volunteer shirts, but otherwise, these types of volunteers will be largely self-sufficient.

- **Livestream** – These volunteers are filming live footage that is aired on our race Livestream. They will be using their own phones for filming. Check these volunteers in on the volunteer check-in form, give them a Media Team Volunteer shirt (different than the standard race volunteer shirt) if they have a size noted on the check-in form, and if you have a Livestream bin of gimbles and cords, look inside the bin to see which volunteers should be provided with gimbles. Otherwise, these volunteers should be largely self-sufficient and have already received training on their roles and responsibilities. **NOTE that IF these volunteers are recording WITH SOUND, you will need to turn off music while they are filming.**
- **Medical** – These volunteers are helping with the race medics stationed at your aid station. Check these volunteers in on the volunteer check-in form, give them a Medical Volunteer shirt (different than the standard race volunteer shirt) if they have a size noted on the check-in form, and point them in the direction of the medical tent for instruction and training.
- **Sports Therapy** – These volunteers are providing free body work (massage) to runners. There will be a Sports Therapy leader for these volunteers to report to, check-in with, and receive a sports therapy volunteer shirt from. These volunteers will not be listed on your volunteer reports.

17. Eco-Responsibility

Please help us lower our impact of the event by properly sorting recycling and teracycling nutrition wrappers from trash. Only **CLEAN** items are recyclable (no food residue). See below for the items that are recyclable.

Cardboard Boxes – Do not breakdown the big Hefty boxes. We reuse those for packing aid station supplies at other races.

Recycling – CLEAN Recyclables go in the huge paper bags.

Compost – You will have a bucket for compost. ONLY GREEN SCRAPS. IE – Veggies, bead, egg, cheese NO PAPER TOWELS, NO BONES, NO MEAT. Secure lid At aid station close.

Teracycle – Nutrition wrappers go in the small Tupperware bins labeled "Teracycle."

PLASTIC 2L BOTTLES

ALUMINUM & STEEL CANS

CARDBOARD*

*Break down
*KEEP LARGE BOXES
(i.e., produce boxes)
DO NOT BREAK DOWN
AS THESE ARE REUSABLE

18. Cupless

Cold Drinks – Cocodona is cupless for cold drinks. What does that mean? There will be no paper cups for cold drink hydration at the aid stations. Runners are responsible for carrying their own container, cup, flask, or

bottle to refill along the way. If a runner does not have a cup, give them a cup, and gently remind them of the cupless policy.

Hot Drinks – We will provide hot cups for coffee, broth, and soup.

19. Rules for Runners/Pacers/Crew

Runners (including runner's pacers, crew, and spectators) who fail to adhere to these rules will be subject to disqualification from the race.

- **Gates** – The are numerous gates throughout the course. Close all gates behind you.
- **Residential Areas** – The course passes through some residential areas. Be respectful of local residents during the race; run single file on side-walks, cross in crosswalks, be quiet at night, don't shine headlamps at houses, don't slam car doors, be respectful, etc.
- **Jerome & Sedona** – The towns of Jerome and Sedona are extremely sensitive permits for us. Runners need to be courteous of vehicles and pedestrians in these towns. Run on sidewalks, not in the vehicle lane. Crew vehicles should proceed directly to aid stations, be quiet, and NEVER park in residential areas. Crew/Pacer vehicles will not be allowed to park along state highways or within state right of way. Park only in designated parking spaces.
- **Outside Aid/Muling** – Runners may only receive aid within ¼-mile radius of aid stations. Failure to follow this rule will result in a DQ or time penalties issued at the race director's discretion. Pacers may not carry items for their runner. Crew and pacers may not park along the course to access / support their runner. Note: Please feel free to accept aid from locals who live along the course and come out to support the race. IE) A lemonade stand along the course, set up for ALL runners is a great place to stop and chat with a local family and get a drink.
- **Crew Vehicles** – **NO CREW VEHICLES OVER 25' and NO VEHICLES TOWING TRAILERS**. **ONE CREW VEHICLE PER RUNNER AT AID STATIONS.**
- **Pacer Support** – See Pacers. Know and share these rules with your pacers.
- **Fort Tuthill Aid Station Crew Area** – Crews may not support their runners in the parking lot. Crew must drive vehicles directly into the quad (aid station area) to support their runner.
- **Required Gear** – See Required Gear Section.
- **SPOT Trackers** – Each 250 and 125 runner will receive a SPOT for tracking purposes. Runners may not alter, adjust, or turn off the device and must leave the device on their person for the entire race.
- **Bib & bib belt** – Each 250 and 125 runner will receive TWO bibs and a bib belt for identification purposes. Runners must display one bib on their pack or outermost layer of clothing at all times during the race. You don't have to wear BOTH bibs at the same time.
- **Course** – Cutting or deviating from the course will result in disqualification. If a runner gets off course, they must retrace back to the last known marker and continue on the course from there. A time penalty may be issued, at the Race Director's discretion, for inadvertent deviations from the course.
- **Leaving the Course** – Some runners leave the course to sleep in a hotel. You may drive your runner off course **IF** these rules are followed:
  - Runners may only leave the course FROM AN AID STATION.
  - Before leaving the aid station, runners must check out with the aid station captain and turn in their spot tracker and bib (bib+belt are much easier for this scenario).

- Prior to returning to the course, runners must check back at the same aid station to retrieve their spot tracker and bib. Runners who don't restart prior to that aid station's cutoff time OR when the sweepers come through (WHICHEVER HAPPENS FIRST) will be automatically DNFed from the race.
- If any of the above steps are not followed, it will result in automatic DQ of the runner.

NOTE – Accessing a crew vehicle at an aid station is not considered leaving the course **IF** the crew vehicle is within a ¼-mile radius of the aid station.

- **Dropping from Race** – Runners may only drop from the race at Aid Stations, must fill out a drop form, and turn in their spot tracker. Do not leave the course without informing a staff member
- **Courtesy/Kindness** – Runners must follow direction and be courteous to race officials and volunteers. Aravaipa will not tolerate hateful or discriminatory behavior by any of our runners, or those associated with the race, regardless of the cause.
- **Dogs** – **Dogs are not allowed on the course or at aid stations at any time.** Make sure to tell your crew. Certified service animals are allowed but must be clearly identified.
- **Restroom use on Course** – It happens. Step 30' off the trail and dig a 6" (or deeper) hole. Used wet wipes / TP must be packed out in a zip-lock. DO NOT LEAVE TP ON THE TRAILS!
- **Leave No Trace** – Littering on course by runners, pacers, or crew will not be tolerated.

20. Course

Look at the layout in the binder to see the runner path in and out of your aid station. At some aid stations, the course setup crew may have left you some cones and some course signage that you can place to help guide incoming/outgoing runners. Runners do a great job following the course out on the trails but as soon as they get to an aid station, they cannot figure it out.

Inside your aid station binder will be a few laminated signs with course info:

- **Aid Station Name & Mileage** – This tells the runners arriving to your aid station the name and course mileage of your aid station. Place this sign just out of eye sight from your aid station for runners arriving.

- **Next Section Info** – This tells the runners how many miles and the elevation profile of the next section (from your aid station to the next aid station). Tape this sign to one of the tent poles so runners can see it.

- **Next Aid Station Name & Mileage** – This tells the runners leaving your aid station how many miles to the next aid station. Place on the runner's path as they are just leaving your aid station.

Detailed section descriptions, profiles, and Caltopo files for each race distance can be found…

- Cocodona250 – Section by Section Description w/ profiles – Caltopo file
- Sedona Canyons 125 – Section by Section Description w/ profiles – Caltopo file
- Mingus Traverse – Section by Section Description w/ profiles – Caltopo file
- Flagstaff Crest – Section by Section Description w/ profiles – Caltopo file
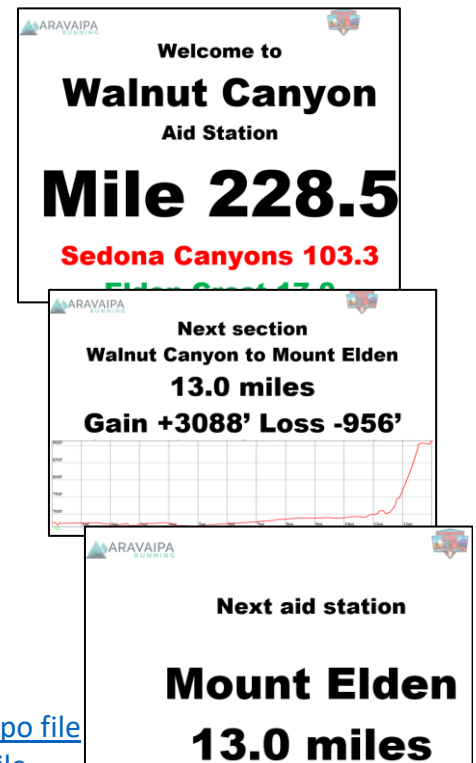
21. Drop Bags

Runner Drop Bags should be clearly labeled w/ bib# & aid station name. Drop bags are for runners only, no pacer drop bags. Have the first shift of volunteers sort drop bags by bib# (place on a tarp at dusty locations). Protect from the elements (sun/rain) if possible.

As runners enter the aid station, ask if they have a drop bag (but know they cannot be trusted), get their bib #, look for a drop bag with their bib #, and bring the drop bag to the runner. See a list of aid stations with drop bags at the end of this Volunteer Guide.

Crown King and Whiskey Row – NO NEED TO HAVE A USED DROP BAG PILE – A staff member will take ALL the drop bags to the finish line **after your aid station closes**.

Fain Ranch, Mingus Mtn, Dead Horse, and Deer Pass – TWO USED DROP BAG PILES – You have the hardest job with regard to drop bags. You will need to have a USED drop bag pile for the Mingus Traverse distance and a SEPARATE USED drop bag pile for all of the other race distances combined. Note that the best way to accomplish this is to have the Mingus Traverse Drop bags on one side of your aid station and the other distance's drop bags on the other side of the aid station.

All other aid stations, from Sedona to Flagstaff – MOVE TO USED DROP BAG PILE – Place the "Used Drop Bag" sign. Help runners move their used drop bags to the "used drop bag pile." Be VERY diligent to double check the drop bag label against the runner's bib number. A mistake here could cause a runner to DNF if the real runner arrives at your aid station and their drop bag is no longer there. A staff member will **periodically** come to your aid station to pick up the used drop bags and move them to the finish line.

22. Runner Bib Numbers

Each race distance has their own bibs:

Cocodona250 – Typically bib #1 thru 399

Sedona Canyons 125 – Typically bib # 400 thru 699

Mingus Traverse – Typically bib # 700-799

Flagstaff Crest – Typically bib # 800 thru 1100

Pacers are also required to wear a bib which they will pick up at the aid station where they start pacing. Pacers must sign a waiver at your aid station before they can receive a pacer bib and safety pins. For a list of aid stations the pacers can start/end, see the aid station table in your binder.

23. SPOT Tracker

For the Cocodona250 and Sedona Canyons 125 races, every runner will carry a real-time GPS tracker. You can see all the runner's real-time positions along the course during the race. You WILL need data (cell service) to see the tracking webpage. Most aid stations have good cell service. **LINK FOR RACE LIVE TRACKING.** If you have good cell service at your aid station, this is an excellent tool to see if there is a big group of runners coming to your aid station.

The SPOT Trackers are issued to the runners at the Start Line. They are lightweight and small, about the size of a pager (remember those?). They are stored inside of a Velcro sleeve and placed on the shoulder strap of the runner's hydration pack. If there is an issue with a runner's SPOT tracker, please text Race Command.

24. Gear Requirements

This does not apply to every aid station. It applies at the following aid stations; Crown King, Fain Ranch, Sedona Posse Grounds, Sedona Ranger Station, Munds Park, Fort Tuthill, and Wildcat Hill, and FAC.

The required gear applies to:
- All Cocodona250 runners AND PACERS
- All Sedona Canyons 125 runners AND PACERS
- Fain Ranch Aid Station – Mingus Traverse runners passing through AFTER 10AM
- FAC Aid Station – Flagstaff Crest runners passing through AFTER 4PM

There will be a laminated page showing the required gear in the aid station binder (see below for example). Runners are not allowed back on the course without the require gear. **Pacers are also required to carry the same mandatory gear. Runners must check-out of aid stations with required gear before continuing on the course or risk a DQ.** There will be a checkout form, clipboard, and pen at each aid station.

You do not have to physically examine the runner's required gear. If they do not want to take it out of their packs, make them verbally confirm they have each item one at a time. IE – Do you have gloves? YES/NO

If a runner or pacer does NOT have the required gear our goal is for THE RUNNER (not you the volunteer) to find the required gear so that we can get them back on the course. We are not DQ'ing runners. Other runner's crews that are at the aid station typically are willing to pitch in some extra gear if needed.

We always get questions about the Insulatory Upper Layer. This needs to be an upper (jacket of some sort) with some thickness and insulating properties. A rain jacket does not count. A technical mid-weight layer with some squishy thickness is passable. A fleece or down puffy jacket is the best.

Crown King Aid Station
Runner & Pacer Required Gear

Runners (250-milers, 125-milers, AND 38-milers) and Pacers are not allowed to leave this aid station without:

- Light (headlamp, waist light, or handheld)

- Warm Hat (beanie, buff, or gaiter)

- Gloves

- Long sleeve (or sun sleeves)

- Insulatory Upper Layer
  (layer with some insulation/thickness
  IE – Fleece, puffy, mid-weight, etc)

  Emergency Rescue Blanket

- Space blanket

AND if raining or snowing... Waterproof jacket with hood

Problem with a runner? Call or text Steve the RD at (801)746-9848

25. Cutoff Times

We do enforce cutoff times because we need to ensure runner safety and be able to predict logistics and volunteer shifts. Cutoff times are the times runners must LEAVE the aid station, not arrive. If you do not feel comfortable enforcing the cutoff time with a runner, feel free to call or text Steve the RD at (801)746-9848 and then hand your phone to the runner. For a list of cutoff times by aid station, please see the aid station tables in your binder. If a runner does not make the cutoff time, take the following steps:

- Text Race Command with the runner's bib#, if the runner has crew, and if the runner needs transport
- Take the runner's SPOT Tracker (does not apply to 38-milers) – Give to a staff member
- Let the runner know that you have informed race command, they are out of the race, and that it may be a while before we can pick them up for transport.

26. DNFs

We have changed up the DNF process a little bit this year. We have learned that many runners feel that they need to drop out of the race and then a few hours later, after some sleep, they change their minds and want to continue. We want to allow them to continue the race because overcoming the will to quit is one of the things that make ultra-running ULTRA. So…here is the process that we are following to allow this to happen.

If a runner wants to DNF (Did Not Finish) please follow these steps:
- Text Race Command with the runner's bib#, if the runner has crew, and if the runner needs transport. Race command will then record the runner as a PRE-DNF (not yet official). The runner will not yet be listed as DNF on the tracking website.
- Have the runner fill out the Drop Runner Form (inside the aid station binder)
- Take the runner's SPOT Tracker (does not apply to Mingus Traverse or Flagstaff Crest runners)
- KEEP both the DNF Form and the SPOT tracker. A cardboard box is perfect for keeping these forms and the SPOT devices all together in the same location.
- Let the runner know that you have informed race command, they are out of the race, and that it may be a while before we can pick them up for transport (see DNF Shuttle section).

Runners will not be officially listed as DNF until the aid station cutoff time OR the sweepers have passed the aid station where the runner dropped (WHICHEVER HAPPENS FIRST). This means, runners may re-enter the race after choosing to DNF. If a runner wishes to rejoin the race after some sleep and food, they need to return to the aid station where they dropped and pick up their spot tracker before continuing on the course.

Should a runner change their mind about DNFing, take the following steps:
- If the cutoff time has already happened at your aid station OR the sweepers have already come through your aid station – Tell the runner it is too late to return to the race. They will be officially listed as DNF.
- Find the runners SPOT tracker. Their bib number should be labeled on blue painters tape on the tracker. You may need to look inside of the sleeve to see the number. Make sure to place the SPOT tracker high on the runner's shoulder on their hydration pack. You will need to turn the SPOT tracker off and then on again. MAKE SURE TO DO THIS STEP. See "Runners Leaving the Course for Aid or Sleep" section below for placement and off/on instructions.
- Find the runners DNF Form, tear it in half, and place it in the recycling.
- Text race command the runners bib number, that their SPOT tracker number has been verified and turned off/on, and they are continuing along the course.

Once the cutoff time comes and goes at your aid station OR the sweepers have come through your aid station, WHICHEVER HAPPENS FIRST, Race Command will automatically change the status of the AWAITING-DNFs to DNFs. You do not need to text Race Command to make this official, it will happen automatically.

27. DNF Shuttles

If a runner decides to drop out of the race and needs to get a ride somewhere, the best scenario is for their crew to pick them up. If they do not have a crew, we can give them a ride but they might be waiting a long

time. We have SPECIFIC SCHEDULED TIMES for the DNF Shuttle crew to come to your aid station to pick up DNF runners. There should be a printed list of these scheduled times in your aid station binder.

28. Medical

Our medical provider, MedStar Solutions, will have medics at various aid stations along the course. For a list of all these locations, see the aid station tables in your binder. Medic shifts start just before the runners are anticipated to arrive. Aid Station Captains please introduce yourself to the medics when they arrive onsite.

Our medic's primary responsibility is emergency care for runners. **Foot care is the runner's responsibility**. Medics will do their best to help runners with foot care issues when they are not handling more urgent medical care issues. Due to medical protocols, our medics are not able to pop blisters. Our medics will clean the area beforehand, providing a lancet, and dressing the area afterward if the runner chooses to pop their own blister. Any runner who receives an IV during the event will be automatically disqualified.

If there is a major medical issue call 911. All other medical issues should be reported to the medic at your aid station or send a **TEXT** to Race Command.

29. Course Managers

Each 30-ish mile section of the course has a Course Manager (There are 7 CMs over the entire course). These Course Managers marked their section of the course prior to the race and oversee that section during the race. They are the go-to for anything that happens in their section; lost/injured runners, course marking needs touch-up, issues with a runner's SPOT tracker, aid station supply restock, etc. Your Course Manager will check in with the aid station manager periodically through the race. It is great to have your CMs phone number for quick issues but we would prefer all communications be routed through Race Command.

30. Sweeps and Course Marking

A team of two course sweepers should be following closely behind the last runners coming into your aid station. The Sweepers stay behind the last runner and take down all the course markings from a section of the course. Have the Sweep leave the course markings in a leftover cardboard box and do not throw away the course markings. We reuse course markings at future races.

If **ALL** runners leave your aid station **BEFORE** cutoff time:
- Text Race Command
- Teardown of the aid station can commence as soon as the last runner leaves your aid station, even if this is before the cutoff time.
- If for some reason the Sweep has not arrived with the last runners, leave some food/drinks and the sweeper's volunteer shirts set aside.

- The Sweepers for the next section of course may start their sweep as soon as the cutoff time has happened OR the last runner leaves your aid station, even if it is before the cutoff time. If the Sweepers for the next section of course are there, and the last runners have come through, they can start sweeping. If the pervious sections Sweep is not yet there yet, text race command to let them know that the sweeper may arrive to an empty aid station.

If runners are still arriving **AFTER** cutoff:
- Text Race Command
- Consolidate the aid station down to the barebones while still being able to serve all food/drink offerings to the last runners and Sweepers (also the Sweeper's volunteer shirts).
- Text Race Command if you are not able to wait for the last runner.
- Leave the Sweepers' volunteer shirts set aside if the sweep has not yet arrived.
- The sweepers for the next section may start their sweep immediately after the cutoff time.

31. Runner's Crew

About 75% of our runner have a support crew meeting them at various aid stations along the course. Crew may not provide aid to their runner at any point on the course other than designated crew access aid stations.

For a list of crew accessible aid station, see the aid station tables in your binder. Runners will be disqualified if their crew shows up at a non-crew-access aid station.

Dogs are not allowed on the course or at aid stations at any time. Certified service animals are allowed but must be clearly identified.

Runner's Crews may not eat or drink from aid stations.

Trash & Recycle from Crew – Crews are asked to please drop trash and recycling at the Sedona Posse Grounds Aid Station and/or the Fort Tuthill Aid Station.

Access to Crown King Aid Station Restrictions – **COCODONA250 ONLY** – ALL RUNNERS' CREWS MUST CHECK-IN AT BUMBLE BEE RANCH PRIOR TO MEETING THEIR RUNNER AT CROWN KING. ONE CREW VEHICLE PER RUNNER will be released to drive to Crown King once their runner reaches a certain point on the course.

32. Pacers

About 70% of our runners will have pacers join them at some point during the race. Pacers are to accompany their runner on foot (no bikes). Multiple pacers may be used, but only one at a time and must swap out at designated pacer access aid stations. Pacers must be human (no pets), 18-years of age or older, sign a waiver and obtain a pacer bib at the aid station where they start pacing, and carry the same required gear. If a parent or legal guardian desires to have a minor (under 18) pacer, they must also sign the minor's waiver. Pacers may NOT park at most aid stations.

COCODONA250 ONLY – There are two sections of the course that pacers are not allowed to join their runners (only the Cocodona250 distance runners go through these sections). These sections are between Foxboro Ranch Aid Station and Munds Park Aid Station and again between Fort Tuthill Aid Station and Walnut Canyon Aid Station.

SEDONA CANYONS 125 ONLY – For the Sedona Canyons 125 runners, the section between Munds Park and Fort Tuthill is very long (40 miles) and none of the aid stations between allow for pacer swaps. Therefore, we have created a pacer swap location between the Munds Park and Kelly Canyon aid stations that splits this 40 miles into approximately 12/28 miles. Note that this pacer swap location is a hike in location along the course and is not at an aid stations. Pacers hiking into this location will encounter a staff member who will check for required gear, have them sign a waiver, and be give them a pacer bib. Pacers hiking into this location are not allowed to provide aid to their runners. It is only a pacer swap location. Again, this pacer swap location is only for the Sedona Canyons 125 runners.

33. Sleep Stations

Seven of the aid stations offer sleeping areas for runners. Sleep stations are for runners only, no pacers. Please be as quiet as possible around sleep stations. See below for a description of these locations:
- Kamp Kipa – Indoor bunks (Heated space)
- Camp Wamatochick Aid Station – Indoor bunk rooms (Heated space)
- Whiskey Row Aid Station – Indoor cots (Heated space)
- Mingus Mountain Camp Aid Station – Indoor bunks (Heated space)
- Dead Horse Ranch State Park Aid Station – Outdoor sleeping tents w/ cots (NOT heated)
- Sedona Posse Grounds Aid Station – Indoor cots (Heated space)
- Foxboro Ranch – Outdoor sleeping tents w/ cots (NOT heated)
- Munds Park Aid Station – Outdoor sleeping tents w/ cots (NOT heated)
- Fort Tuthill Aid Station – Indoor cots (Heated space)

We also want/need the Aid Station Captain and Assistant Captain to go on sleep breaks. Try to be proactive and sleep during slow times. Trade sleep shifts. Ideally you can both be awake for the busiest hours. Yes, you can use the runner sleeping cots/bunks.

34. Runners Leaving the Course for Aid / Sleep

Runners may only leave the course FROM AID STATIONS to receive aid / sleep in one of two ways:
- **ONE** – Runners may leave an Aid Station on their own (IE – walking) to access a hotel or crew vehicle within a ¼-mile radius of an aid station aid or sleep. Aid Station does not take any action.
- **TWO** – Runners may leave an aid station in a vehicle (to go to a hotel) but they must check out of the race with the aid station captain and leave their SPOT tracker and bib (bib+belt are much easier for this scenario). Before returning to the course, the runner must first check back into the race with the aid station captain and retrieve their SPOT tracker and bib. If either of these two steps are missed, it will result in an automatic disqualification for the runner. Make sure the SPOT logo is facing up towards the sky when you put it back on the runner. Turn the SPOT tracker

off and then back on before placing back on the runner. Contact Race Command if you need instructions on how to turn the SPOT Tracker off/on.

35. Restrooms

There will be portable toilets at every aid station except for some of the very remote aid stations which will have bucket toilets (Cottonwood Creek, Lane Mtn, and Arrastra Creek). If you care to use the great outdoors instead, walk well away from the aid station, and dig a 6" (or deeper) hole. All toilet paper and wet wipes must be packed out in a zip-lock and thrown away in the trash. DO NOT leave toilet paper on the course! And when you are out in the desert, remember it is a fragile ecosystem, so please DO NOT walk on vegetation or Cryptobiotic soil.

36. Weather

The desert is known for dramatic daytime to nighttime temperature swings and the midday sun can be intense. Expect all aid stations to be very hot during the day and very cold at night.

Aid Stations to expect **extreme heat** – Whiskey Row, Iron King, Fain Ranch, Dead Horse, Deer Pass, & Sedona Posse Grounds, and Sedona Ranger Station.

Aid Stations to expect **extreme cold** – Lane Mtn, Crown King, Arrastra Creek, Kamp Kipa, Camp Wamatochick, Mingus Mtn, Foxboro Ranch, Munds Park, Kelly Canyon, Homestead, Fort Tuthill, Walnut Canyon, Wildcat Hill, Trinity Heights, and FAC.

37. Camping

Coming to Arizona to volunteer? The following camping info is for free dispersed camping on public lands. There are also numerous pay campgrounds along the course. When you are out in the desert, remember it is a fragile ecosystem, so please DO NOT walk, drive, park, or camp on vegetation or Cryptobiotic soil.
- **Cocodona250 Start Line** – Camping is available and free at the start line on Sunday May 5th. This includes cars, vans, trailers, and RVs. Please do not arrive before 1:00pm on Sunday, May 5th. The Start Line is located at Deep Canyon Ranch, 18600 E Deep Canyon Trail, Black Canyon City, AZ. If you need RV hookups, checkout the nearby Black Canyon Ranch RV Resort.
- **East of Crown King Area** – Bumble Bee Ranch (reservations required). Free dispersed camping on BLM and Forest Service Land along Crown King Rd and Bloody Basin Rd between I-17 and Crown King.
- **South of Prescott Area** – Free dispersed camping on Forest Service Land along Senator Highway (FR52) starting about ½ a mile past the Groom Creek Trailhead (near Camp Wamatochick Aid Station).

- **Mingus Mountain** – Free dispersed camping on Forest Service Land. Turn off Hwy89A at the summit (Mingus Rec Area) onto FR104 like you were going to the Mingus Mountain Aid Station. After 1.5 miles turn right on FR413. Caution – Drive slow, FR413 is part of the course.
- **Cottonwood Area** – Free dispersed camping on AZ State Land Trust and Forest Service Land. Headed north from Cottonwood on AZ89A turn left on Bill Gray Rd (FR761), mile marker 358.
- **Southwest of Sedona** – "Designated dispersed" camping on Forest Service Land - Headed south from Sedona on AZ89A turn right near mile market 364 onto Loy Butte Rd (FR525). Look for the Forest Service sign for instructions and permit info. Another beautiful option is paid camping at Camp Avalon (online reservation needed).
- **South of Flagstaff Area** – Free dispersed camping on Forest Service Land. Headed north from Sedona on AZ89A turn left on FR535, mile marker 391.
- **South of Flagstaff Area** – Free dispersed camping on Forest Service Land off I-17 at the Schnebly Hill Rd exit. Camping both east and west of I-17. Caution – Drive slow, FR226 and Schnebly Hill Rd are part of the course.

38. Hotels

For volunteers who prefer to go plush, there are hotels close to many aid stations (see below).
- **Cocodona250 Start Line** – Discounted rates available at the Hampton Inn in Anthem.
- Crown King – Check out the Crown King Cabins.
- **Whiskey Row** – The aid station is located in the courtyard of the Grand Highland Hotel or check out our discounted rates at the Prescott Springhill Suites here.
- **Iron King** – Hampton Inn & Suites Prescott Valley is located 2.2 miles south of the aid station.
- **Jerome Historic State Park** – Connor Hotel is located on the course, only 1.5 miles before the aid station.
- **Dead Horse Ranch State Park** – Dead Horse Ranch State Park has cute cabins and RV spots for rent within a stone's throw of the aid station. The Cottonwood Hotel is located 1.5 miles from the aid station and the Lux Verde Hotel is located 2.5 miles from the aid station.
- **Sedona** – The Sky Rock Inn is located 0.5 mile from the aid station.
- **Munds Park** – Motel in the Pines is less than a mile from the aid station and directly on the course.
- **Finish Line** – Discounted rates available at multiple hotels in Flagstaff here.

Thank you so much for volunteering Cocodona with us! **Happy running!**