

Know your role

Pit Stop Managers are responsible for:

- ▶ Full operational management of the Live site
- ▶ Set up, maintenance and pack down of the site
- ▶ Management of the site team
- ▶ Management of the site's suppliers
- ▶ Ensuring site the site is safe (including covid secure as per the **Covid Training Doc** that will be issued 1 week prior)



Keep in touch

- ▶ **Pit Stop Managers must keep Event Control up to date with the following:**
 - ▶ When site is live
 - ▶ When 1st participant arrives
 - ▶ When back marker arrives
 - ▶ Any issues e.g. supply/crew/participant problems
 - ▶ When site has packed down
 - ▶ Drop out details



Study the paperwork

- ▶ Familiarise yourself with the event matrix/pit stop info sheet
- ▶ Understand which suppliers are due, what they are providing and when
- ▶ Layout gazebos, toilets, medical areas and so on according to the site plan
- ▶ If anything doesn't happen as it's suppose to, e.g. suppliers don't turn up, **inform event control immediately.**



Manage the team and their well-being

- ▶ Understand who your team are, and when/how they'll be arriving/departing
- ▶ Brief the team on the plan for the day, and if they're new to Threshold, the Threshold Operating Standards
- ▶ Where required, plan breaks and cover for team members - including yourself!
- ▶ Ensure all crew are fed and watered. On overnight pit stops, hot food will be delivered to you
- ▶ Feedback! We want to know who the superstars are



Ensure your site is safe

- ▶ Gazebos should be staked down on grass with a stake on the inside of each corner and a ratchet strap from the top corner pointing directly down. Use weights on hard standing
- ▶ Site the portaloos away from food and not blocking access
- ▶ Check for trip hazards e.g. wires
- ▶ Ensure banners and sail flags are securely fastened
- ▶ Re-check periodically, especially in inclement/ changing weather and adjust accordingly.
- ▶ At night ensure the site is lit and easily seen



Smart layouts reduce queues

- ▶ Have multiple stations with identical snack layouts to reduce queues
- ▶ Each pit stop should have two or three identical setups; 1 or 2 per gazebo
- ▶ Keep water and squash separated and self-service
- ▶ Ensure snacks are stacked to be easily accessible, limiting the need for ‘rummaging’



Good signage means fewer questions

- ▶ Use the correct signage provided and ensure it's clearly visible.
- ▶ Trim dangling cables/ties so signage is neat and tidy - and not wonky!
- ▶ If several people ask you the same question, consider writing a new sign
- ▶ Decorate the chalkboards with a welcome message, pit stop distance, elevation and distance to the next one
- ▶ Check the route signage in and out of the site. Our route team often come through before the site is in place. Adjust if needed



Hide cardboard like your life depends on it

- ▶ Keep your site neat and tidy at all times, with cardboard boxes hidden under tables and behind gazebos
- ▶ Put backs/sides on gazebos to help conceal kit and rubbish
- ▶ Monitor litter and ensure bins are emptied when approaching full
- ▶ Litter pick the site frequently, walking up and down the route either side of the stop
- ▶ Leave the site as found



*how **not** to do it

A good site is a hygienic site

- ▶ If distributing fresh produce/perishable goods, read the *Threshold Pit Stop Hygiene Document*
- ▶ Keep checking toilets and replenishing with toilet roll
- ▶ Clearly sign hand sanitiser and place outside toilets and near snack stations
- ▶ Lay plastic disposable table cloths over branded ones at drinks station, fruit chopping tables, high5, or anywhere potentially messy!



Never run out of water - Jerry Cans

- ▶ Jerry Cans are for water **only**.
- ▶ Ensure you have plenty of backups full and in waiting under the table, dedicate at least one member of the team to this
- ▶ Wipe down the taps with alcohol wipes
- ▶ Ensure hands are cleaned and staff are free from illness
- ▶ On a hot day, you have water sprays to help cool down sweaty punters. Refrain from actually pouring water over them



Never run out of water - Bowzers

- ▶ If your site has the large bowzers - it can be quicker for a staff members to control the taps
- ▶ If queues form add some Jerry Cans to the mix
- ▶ Jerry Cans are for water **only**. Ensure you have plenty of backups full and in waiting
- ▶ Wipe down the taps with alcohol wipes
- ▶ Ensure hands are cleaned and staff are free from illness
- ▶ On a hot day, you have water sprays to help cool down sweaty punters. Refrain from actually pouring water over them
- ▶ If you're running out, **inform Event Control in good time**



Serve 1000s with just 1

- ▶ Place jerry cans on a collapsed table under the taps in order to fill three at once with no hands.
- ▶ Then surround your water bowser with tables and jerry cans to allow participants to fill their bottles on mass while one person can re-fill jerry cans and replace on tables
- ▶ Do not give participants access to the bowser



Or Cola! or Salt!

- ▶ If Coke is provided it's available for Runners only
- ▶ Coke is best served flat (for Ultra Runners) so loosen the lids on arrival - this takes time
- ▶ Salt may also be provided for runners in the later stages to mix with their water



Finishing Touches

Once the basics are sorted, you can get creative:

- ▶ Ensure all branding is up
- ▶ Add more decor to the blackboards
- ▶ Drop some phat beats on the bluetooth speakers provided from your phone
- ▶ Get arty with glow sticks
- ▶ Create a chill out zone



Pack up starts when the last person leaves

- ▶ Return kit to the box it arrived in
- ▶ Separate wet and dirty kit from clean kit into the clear plastic bags
- ▶ Complete the pit stop food reconciliation
- ▶ Put sports nutrition back in boxes, not trugs
- ▶ Pack Gazebo boxes with 4 stakes, 4 straps, 1 long side, 2 short sides & 1 lump hammer
- ▶ Label Gazebo boxes with date, contents and condition e.g. wet/dry/clean/dirty
- ▶ Pack flagpoles back in bags, 2 sets per bag
- ▶ Clean black boards with spray provided
- ▶ Clean kitchen equipment - knives, plates, microwave i/a

