

# MINI MARATHON IMPORTANT TIMELINES

## PRE-MINI

Coordinator to attend Full Committee Meetings (monthly beginning January)

Coordinator to attend the Mini Marathon Medical Meetings (monthly beginning January)

February: Begin requesting ham radio volunteers; contact last years' volunteers first asking them to sign up for prior positions.

April: 3 weeks prior to Mini, request volunteer t-shirts, parking passes, bike route passes, etc. from 500 Festival. 1-2 weeks prior to Mini, have ham radio volunteer coordination meeting (normally at Salvation Army EDS Facility in Indy – coordinate dates); Friday 5pm – 7pm, Saturday 10am – 12pm

May: DAY BEFORE MINI Set up Ham Radio Operations in Home QTH garage using Mini Marathon NCS Radios document

## DAY OF MINI

5:00am Ensure all radios are operational

6:00am Nets Operational

6:30am All ham radio volunteers to be on locations

6:45am Roll Call; Roll Calls are to be on individually assigned frequencies

6:57am 146.700 Net Control turned over to Start Line ham

7:00am 5K Start (hams DO NOT start clocks); announce on all Nets

7:25am Last of 5K runners away from Start Line

7:30am Wheelchairs Start (hams do not start clocks); announce on all Nets

7:33am 13.1 Mile WAVE 1 runners Start; announce on all Nets

7:40am 13.1 Mile WAVE 2 runners Start; announce on all Nets

7:50am 13.1 Mile WAVE 3 runners Start; announce on all Nets

8:00am 13.1 Mile WAVE 4 runners Start; announce on all Nets

8:02am Lead Runner entering IMS Track  
8:10am 13.1 Mile WAVE 5 runners Start; announce on all Nets  
8:15am Lead Runner leaving IMS Track (Pit 11)  
8:38am Lead Runner Finished Race  
8:52am Last Walker leaving Start Line  
9:57am Tail End Bus arrives at IMS Entrance (Pit 12 area)  
10:23am Last runner passes MM 7; begin clearing IMS Hospital patients to Pit 12 to be placed on awaiting Tail End Bus  
10:52am Last runner leaves IMS Track (Pit 12 area); Close down IMS Net  
Close down each Net as race permits; IMS, PITS, MILE MARKERS, ¼ Mi, HOSPITALS  
11:59am Last runner arrives at Finish Line  
12:09pm Close down NCS Operations

## AFTER MINI

Email all volunteers for After Action Reports (AAR's); 3 things that went well, 3 things that need improved upon

Modify documents / SOP's to support AAR's

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