



# Crewing an EPIC event

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PREP CALL #4

2022



# Agenda

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## Part 1: Crew Positions Overview

- Crew Chief
  - Athlete Journal
  - Daily Report
- Driver
- Logistics Manager
- What to pack

## Part 2: Panel Discussion with Q&A

## Reminders & Action Items

# Crew Positions Overview

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1. Crew Chief
2. Driver
3. Logistics Manager
4. Assistant Crew Chief (deca)

# Role Definition

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The most successful athlete & teams are ones where everyone is clear on specific role & responsibilities.



**THINK**

**SAFETY**

**IS EVERYONES JOB**

# Crew Chief



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**TEAM LEAD:** The Crew Chief is ultimately in-charge of all crew activities and, as a result, has the ultimate authority for all decisions within his/her respective crew. The Crew Chief ensures that the crew functions effectively, efficiently, and safely and that this does not become the responsibility or concern of the athlete and/or the event staff.

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**TEAM SPOKESPERSON:** The Crew Chief is the primary communicator with his/her athlete and, except for extraordinary circumstances, the single spokesperson for his/her athlete and crew to the event staff with respect to all matters. The Crew Chief must be able to fluently read, write, and speak English.

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**ATHLETE OBJECTIVES:** The Crew Chief should take the time prior to the event, and periodically during the event, to specifically discuss with his/her athlete, and fully understand, the athlete's goals, objectives, desires, concerns, and strategies with respect to the event.

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**ATHLETE STATE:** The Crew Chief maintains constant status on his/her athlete's physical, mental, and emotional health, and provides the athlete with clear and sober input with respect to decisions made by the athlete.

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**ATHLETE LOG:** The Crew Chief should maintain a written Athlete Journal with respect to the athlete's food and fluid intake, urination and bowel movements, sleep, mood and temperament during each discipline transition, among other key health indicators agreed to with the athlete prior to the event.

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**DAILY REPORT:** The Crew Chief is responsible for completing the Daily Report & turning in to staff upon finishing each day.

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**ATHLETE WHEREABOUTS:** The Crew Chief is responsible for knowing the location of his/her athlete on the course at all times and for ensuring that the athlete and crew stay on-course by providing necessary directions and guidance to his/her athlete and crew members throughout the event.

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**TIMING:** The Crew Chief is responsible for tracking all swim, bike, and run times of his/her athlete (as needed/desired), and in the event any swim occurs in a pool, he/she will count laps completed by athlete to ensure full swim distance is accomplished. We will have an official time keeper at the event to consult with as needed.

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# ATHLETE JOURNAL

Lanai

**ISLAND:**  Kauai  Oahu  Molokai  Maui  Big Island



- ✓ Food
- ✓ Fluids
- ✓ Salt, electrolytes
- ✓ Meds
- ✓ Pain complaint
- ✓ Bathroom output

Time	Type	Description	Amount/Calories
	<input type="checkbox"/> Intake <input type="checkbox"/> Output <input type="checkbox"/> Note		
	<input type="checkbox"/> Intake <input type="checkbox"/> Output <input type="checkbox"/> Note		
	<input type="checkbox"/> Intake <input type="checkbox"/> Output <input type="checkbox"/> Note		
	<input type="checkbox"/> Intake <input type="checkbox"/> Output <input type="checkbox"/> Note		
	<input type="checkbox"/> Intake <input type="checkbox"/> Output <input type="checkbox"/> Note		

# Daily Report

Intention: (1) Maintain a pulse on athlete (and crew) physical & mental well being  
 (2) Have data available in case of any issues  
 (3) Serve as a reminder for crew to check key stats and bodily functions of athlete  
 (4) May be returned to athlete/crew at end for your scrapbook/momento collection or for coach's review

CONFIDENTIAL: for review by RD, ARD, and Medical

## DAILY REPORT LOG



MARIA

KAUAI  OAHU  MOLOKAI  MAUI  KONA

STATS - to be filled in by staff

taken by:

	START	FINISH 10-15 mins post
weight		
<del>blood pressure </del>		
HR		

STATS REFUSED BY ATHLETE

To be filled in by crew:

### GENERAL MENTAL STATE

- elated, high spirits
- mostly happy
- at peace
- hard to read
- tough but hanging in there
- tolerable
- irritated
- questioning themselves
- doesn't feel prepared enough
- SUFFERFEST. Whose idea was this?
- dig beyond deep day
- angry/mad
- thinking of quitting
- other:



### GENERAL PHYSICAL STATE

- healthy appetite, eating well
- drinking plenty of fluids
- taking electrolytes as planned
- doing great, very strong
- doing ok but pushing
- moving forward but barely
- skin and/or apparel overly salty
- not getting enough calories/food
- slowed on electrolytes
- not drinking enough
- nausea / digestion issues
- excessive cramping
- bad blisters
- trouble with heat
- other:



To be filled in by crew:

### ATHLETE SLEEP



About how much sleep did the athlete get last night?

hours:mins

Did the athlete sleep in the car, at airport, on flight?

yes, taking every opportunity to nap

some napping

no, hasn't been able to nap at all

Did the athlete take a break during event today to nap?

yes:

no

hours:mins

### ATHLETE POTTY CHECK

BOWEL MOVEMENTS IN LAST 24 HRS

0  1  2  3  4+

NORMAL  LOOSE  CONSTIPATED

REGULAR URINATION?

YES  NO  UNSURE

IF NO OR UNSURE - please start tracking with athlete log and review with medical

URINE SAMPLE - COLOR

- little to no color
- light yellow (lemonade)
- medium yellow (pineapple)
- dark yellow (apple juice)
- beyond dark (CALL MEDICAL NOW)



### CREW SLEEP



hours:mins	SLEEP LAST NIGHT	NAPS DURING TRAVEL	NAPS DURING EVENT	~TOTAL SLEEP TIME
CREW 1				
CREW 2				
CREW 3				
CREW 4				

### CREW FEEDBACK

How is the crew team doing?



- All is going great with crew & athlete!
- Crew team is working like a machine! We have a system in place and everyone knows their roles
- I wouldn't say great but we're surviving
- HELP! We're falling apart and may need an intervention
- HELP! We would love a local volunteer in our car, if anyone is available
- HELP! Our athlete would love a local pacer on the run, if anyone is available

Other feedback:



# Driver

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## **VEHICLE SAFETY:**

Adherence to all applicable traffic laws and customs;  
Ensure operators of the vehicle are alert and rest routinely;  
Safe exit and entry of the vehicle by crew members and athlete on the course;  
Display of applicable safety/informational signage on the vehicle; and  
Proper fueling and any necessary maintenance of the vehicle.

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**ATHLETE & CREW SAFETY:** It is imperative that the Driver keep the safety of the athlete, crew, and general public his/her paramount concern at all times while on the course, particularly with respect to “shadowing” his/athlete and selecting locations to safely pull off the road and rendezvous with the athletes, other crews, or event staff.

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**COURSE AWARENESS:** The Driver will have studied and be familiar with each of the cycle and courses and have asked any clarifying questions to the event staff with respect to these courses before the start of each day. In addition, the Driver will designate another crew member to help navigate as necessary.

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**RENTAL CAR PICKUP/RETURN + GAS:** Although others may share in the responsibility, the Driver is responsible for picking up and returning the vehicle each day as necessary, including making sure gas is refilled. Upon landing and arrival at the airport, the Driver will leave the others (who will fetch the luggage and tend to their athlete), while he/she goes to pick-up the car.

When it's time to return the rental car, this person will drop the athlete and other crew at curbside in order for them to start the check-in process. The driver should have no checked luggage as they will be checking in separate from the group.

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**LEGAL TO DRIVE:** The Driver must be at least 21-years-old, possess a valid driver's license, possess a valid credit card (necessary for vehicle rental), and be familiar and comfortable with driving in the United States.

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# Logistics Manager

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## **PROCUREMENT:**

This person is responsible for procuring, organizing, and dispensing all supplies for his/her athlete and crew, including:

Procurement of water and ice at the start of each day either before or during the athlete's swim;

Planning, preparing, and dispensing of nutrition and fluid to the athlete, in accordance with the expressed needs and wants of the athlete; and

Planning, preparing, and dispensing of nutrition and fluid to each member of the crew in order for the crew to remain well-nourished throughout the event.

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**ORGANIZER OF SUPPLIES:** The LM is responsible for organizing all supplies and luggage in the vehicle at the start and throughout each day, potentially using labeled zip-lock bags within luggage and/or other organizational units that are readily transportable.

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**BIKE HANDLING & STORAGE:** The LM is responsible for getting the athlete's bike box/luggage to the event staff as soon as possible, or at the direction of the event staff, prior to the start of each day's swim and ensure that it is assembled properly in accordance with his/her athlete's needs and preferences.

The LM is responsible for getting the athlete's bike to the event staff as soon as possible after his/her athlete has completed each day's bike course and ensure that it is disassembled and packed properly in the athlete's bike box/luggage.

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**LUGGAGE:** The LM is responsible for keeping track of all luggage and materials belonging to his/her athlete and crew while in-transit (eg., at the airport prior to check-in, all carry-on luggage while traveling through the airports and while entering/exiting aircraft, while using any ground transportation, upon check-in/check-out at lodging, etc.)

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**SOCIAL MEDIA:** The LM is responsible for any social media efforts requested by his/her athlete.

# Assistant Crew Chief

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Deca athletes

Provides relief to each of the 3 roles so that everyone gets a chance to rest



# What to pack

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Given the high volume of interisland travel and baggage costs, along with the heavier athlete load & limited car space, the crew should pack as light as possible – backpack & carry on please. There will be opportunities to wash clothes at most of the hotels & lodging.

Expect it to be warm much of the time.

- Pants – 1 pair (optional for evenings)
- Shorts, skorts, light capris, etc. 3-4
- Tshirt/tank – 2 (event will provide 3 to ea crew)
- Long sleeve shirt or light jacket – 1 (optional for evenings or sun protection)
- Undergarments – change of 3 or 4
- Shoes – comfortable, recommend one pair of slippers/flip-flops + one pair of running or athletic shoes w/couple pair socks
- Sunscreen – REEF SAFE if using in water
- Hat (event will provide a cap or visor to all)
- Sunglasses
- Mosquito Repellent  
we like Avon *Skin So Soft*
- Toiletry bag  
(small, carry on travel size products)
- Power snacks such as protein bars, chocolate espresso beans, nuts, dried fruit
- Cell phone w/car charger + portable battery pack/charger
- Ipad or tablet (1 per team for maps)
- Refillable water bottle
- Reusable cutlery

# Panel Discussion with Q&A



Armando A –  
EPIC5 Finisher  
(2017), Crew  
(2018) , Crew  
Chief (2019)



Lucy Ryan – Crew  
Chief (2018),  
Crew (2017)



Mark Naphin –  
Crew Chief  
(2019)



Scott & Jennifer  
Schmoltdt – Crew  
(2017)

## Action Items

- Crew should be set
- Crew registration travel fees paid
- Driver identified
- Car rentals made
- Hotel reservations done
- Purchase tickets to Hawaii for athlete & crew
  - HNL (deca), arrive Sat 7 or Sun May 8.  
START Tues May 10
  - LIH (classic distance), arrive Mon May 9 or Tues May 10.  
START Thurs May 12.
- Purchase tickets home from Hawaii for athlete & crew
  - KOA (all)  
Award dinner on Fri May 20  
Celebration brunch on Sat May 21  
Most will depart on Sat May 21 or Sun May 22
- Athlete – quick follow-up survey
- Coming soon: Lodging details request