

2021 RUCKUS

ENTRY GUIDE

Introduction

COVID safety protocols have forced us to change how we handle entry to this year's Ruckus event. This guide will detail the entry procedure for the event.

Much of the information here is common for volunteers, team leaders, and team members. Information specific to subsets of these groups will be labelled as such.

Please refer to the Ruckus COVID Safety Rules document for a more through explanation of the expectations and guidelines for all event attendees - we want the event to as safe and enjoyable as possible for all!

COVID Safety Reminders

A few brief reminders of COVID Safety Rules for all attendees - please refer to the **Ruckus COVID Safety Rules** document for complete info:

- Masks covering the nose and mouth are required at all times (except when actively eating/drinking)
- Bring your own safety glasses! None will be available for loan this year!
- Team pits have been spaced apart much further than normal this year. Please respect this and do not expand outside of your teams assigned 10x10 ft area

Parking and Drop-Off

For teams: Teams should refer to the Ruckus Team Parking Information guide on the Ruckus website for parking and passenger bus drop-off information.

For volunteers: Volunteers will be able to park on the Armory property. Please print the volunteer parking pass e-mailed to you with your volunteer information, fill in the form with your name (so we can find you should your car need to be moved), and keep the form on your vehicles dash when parking on site. Work with the parking volunteers when you arrive to get a parking spot.

Open Entrances to the Armory

The only entrance to the Armory that will be available is the rear entrance, next to the loading dock. As noted in the Parking Guide, teams dropping off members can drop off team members at the front of the building (this is by far the easiest method for busses), then proceed on foot as a group to the rear entrance. *Please do not attempt to enter the building through any other entrance!*

Friday Entry Procedures

For Teams:

- Refer to the Parking Guide for parking and vehicle traffic information.
- Please keep your unloading/setup crew to the minimum required. **Maximum of 15 people per team!**
- *All team members participating in unloading should arrive at the entrance door together for health screening except for the driver of the vehicle while the vehicle is waiting for their turn to unload.* Once screened, team members will be directed to a nearby indoor location to wait for their vehicle's turn to unload.
- When the Load In volunteers tell your vehicle driver it is your turn to load-in, the vehicle driver should pull in according to volunteer instructions to their unloading spot. Once parked, the driver should proceed to the health screening then join the rest of their team.
- Screened team members will receive a wristband that will allow them to exit/enter the venue freely during the Friday setup session.
- Once the team has unloaded, the driver should move the vehicle out of the loading area.
- ***Team leaders should register at Pit Admin before departing for the evening as this will expedite Saturday morning entry!***

For Volunteers:

- *Only volunteers assigned to event setup will be admitted on Friday!*
- When you arrive, park, then proceed to the rear entrance of the Armory
- Check in at the health screening table near the entrance.

Saturday Entry Procedures

We expect Saturday morning entry to require extra patience as we screen all participants in accordance with the COVID Safety plan.

Entrance on Saturday morning will have two parallel lines for entrance and screening at the rear entrance of the Armory: one for Volunteers and one for Teams. Once the majority of volunteers have entered, teams will utilize both lines.

For Teams:

- Refer to the Parking Guide for **parking and bus drop-off** information.

- Team members may arrive separately or together, but **if the team did not register on Friday evening the team leader must register and submit their roster before any team member will be allowed in.**
- Once parked or dropped off, proceed on foot to the rear entrance of the Armory and join the team entrance line. *Please maintain social distance as best as possible!*
- When you reach the front of the line, proceed to the health screening.
- Once screened, you will be given a wristband.
- **Only team members on the team roster submitted by the team leader at registration will be admitted and issued a wristband!** Team leaders for not-yet-registered teams can register and submit their roster at this time.
- Keep the wristband on for the duration of the event, including during load-out. Anyone without a wristband will be asked to leave the venue.
- Once you have a wristband, if you have to leave the venue during the day, you can bypass the screening when you return by showing the entrance volunteer your wristband.

For Volunteers:

- Park in a location indicated by the parking volunteers
- Once parked, proceed on foot to the rear entrance of the Armory.
- Join the line for volunteer entry. *Please maintain social distance as best as possible!*
- When you reach the front of the line, proceed to the health screening.
- Once screened, you will complete volunteer registration and then given a wristband.
- Keep the wristband on for the duration of the event, including during tear-down. Anyone without a wristband will be asked to leave the venue.

Additional Information for Team Leaders: Team Registration

This information is for leaders of attending teams and pertains to registration of team attendance the weekend of the event.

- Registration will be at the Pit Admin table.
 - We **highly encourage** teams to complete registration Friday evening if possible to expedite Saturday entrance!
 - As noted in the Saturday entry procedures, only people listed on the team roster will be admitted and team leaders must register before their team members may enter Saturday morning.
- At registration, you will complete a team roster listing all team members who will be attending the event, up to the maximum of 15.
 - A blank roster form will be emailed in advance to all team leaders
 - This form can be printed and filled out in advance to expedite registration
 - Only the team members listed on the form will be admitted to the event on Saturday.

- The form will only ask for the name of team members. No additional information will be collected and the list will only be used to capacity limit attendance at the event.
 - Team members who will be volunteering all day during the event need not be listed on the team roster; they will enter as volunteers and not members a team.
- After registration is complete, you will also receive your one parking pass for one team vehicle. Refer to the Parking Guide for more information.