

DUTY VOLUNTEERS

BRIEFING:

1. First Aid Kit & Defibrillator familiarization.
2. All volunteers must sign attendance sheet and include their mobile phone number.
3. Vehicle drivers and run turn around volunteer must record emergency number of Timing Official – in case of accident/incident. (Officials name and phone number is on bottom of sign on sheet)
4. Completed sheet is handed to the Timing Official.

Please note: your duty may vary from what you nominated, or what appears on the duty roster. Any variation will be at the direction of the Race Director or Duty Coordinator, depending on operational needs.

RACE SET-UP: All Volunteers

Bike Racks – *the bike racks must be erected first*

1. Each bike rack must contain two A framed end supports and vertical middle support. Ensure each rack is stable.
2. Ten racks should to be erected for each race. Two rows of five racks with a central passage.

Timing – *then erect the timing tent (except water safety volunteers – who will get the buoys positioned)*

1. Six people to erect tent for timing equipment. Anchor feet with pegs. Two folding tables are needed under tent plus four chairs from Yacht club.
2. Assist in setting up timing equipment. Move timing equipment (mats, cables, signs and clock) to tent and assemble as directed by handicapper.
3. One timing person to assist with day race registration as directed by Timing Official: involves distribution of race numbers / chips, advice to day racers.
4. Timing starter to synchronise time with Timing Official, proceed to beach with stopwatch and count in race / handicap start.
5. During race, timing volunteers to supervise transition area. Ensure competitors run over timing mats, in single file.
6. One third fill paddle pools and place in front of timing mats. A hose is located hanging on mesh between the roller doors. A tap, under a small black cover plate, is sunken into grassed area at southern end of transition (firstly you will need to turn on the primary tap inside the yacht club between the roller doors)

Barriers/Chutes

1. Place barrier posts (use 1.2m silver posts, not the black star pickets) around western, northern and eastern sides of bike compound- up to the bike exit chute. Place a witches hat on the chute to stop vehicles parking here.

2. Hammer posts into ground with mallet.
3. Using bunting link posts to enclose bike compound leaving bike chutes open.
4. Use bunting to guide athletes to entry/exit chutes to transition off Marina Drive.
5. Place synthetic grass/matts over any rough patches/stones at entry/exit chutes to transition.
6. Place witches hats on left hand side of road from the pedestrian crossing to the No Parking Sign to prevent cars parking where the road is narrow.

Notice Board

1. Notice board is on rollers – move to eastern wall of Yacht Club. Leave the rollers attached to the board and hook onto the wall.

Drinks/Fruit

1. Place folding table in transition at run turn around point. Witches hats to guide around table.
2. Half fill one cooler with water, the other with electrolyte: place on table with plastic cups.
3. Cut up fruit and place onto platters.

DUTY SPECIFIC

Water safety volunteers – *competent swimmers only*

1. Position the buoys on swim course using rescue boards. The volunteers will remain on the rescue boards until the last competitor is out of the water :
 - First orange buoy 150m from water's edge and 75m off break-wall.
 - Second orange buoy 75m from end of Jetty
 - Third orange buoy 10 pylons west of the bottom of stairs on the jetty at low tide and level with the bottom of the stairs at high tide. (adjust accordingly for mid tide)
 - Fourth orange buoy (the big one) 50m southwest of first orange buoy
2. All buoys require an anchor. Experienced board riders to carry anchors.
3. Volunteers in the water will remain at the first, second and midway between the third/fourth buoy
4. One volunteer stands as a lookout, at end of break wall (near first buoy) with air horn, and
5. One of the **run station duty persons** is to position themselves on the Jetty (between the platform and the end) with the second air horn until the last swimmer has exited the water then they are to move back to the run station.

Bike course volunteers

1. Safety vehicles: Place *Caution Cyclist* sign on roof of vehicles. Slowly drive around course, pullover as required. Do not overtake cyclists. Assist cyclist as needed. You are a *presence* on the course.
2. Stationary volunteers to position themselves:
 - a. On Marina Drive, at right turn into car park

- b. On Hogbin Drive and Harbour Drive intersection, at north western corner of round about
 - c. At the start of Mastracolas Road, on the south western corner of the intersection, and
 - d. At Orlando Street and Hogbin Drive intersection on the north-western corner.
3. Place *Triathlon in Progress* signs:
- a. On the roundabout at the intersection of Jordan Esplanade and Marina Drive
 - b. On the roundabout at the intersection of Harbour Drive and Hogbin Drive
 - c. On the roundabout at the intersection of Hogbin Drive and Orlando Street
 - d. On the roundabout at the intersection of Mastracolas Road and Arthur Street.
 - e. On the roundabout at the intersection of Orlando Street and Hogbin Drive.

Run course volunteers

- 1. One volunteer to stand at halfway point turnaround near playground on Jordan Esplanade, this person is also to be on the jetty for the duration of the swim leg with a warning horn (See **Water safety volunteers**) section above.
- 2. Volunteer to manage water/electrolyte table. Offer drinks to runners.

Timing volunteers

- 1. Assist Timing Official as instructed.
- 2. One volunteer to start race on beach at the time nominated by Timing Official. Draw starting line in sand and ensure athletes stand behind line. Give 30 second then 10 second countdown prior to each minute handicap.

BBQs

- 1. Four BBQs are scheduled each season. In the event that your duty falls on one of these weekends – ensure the BBQ is hot and food is starting to cook by 7.45am.
- 2. Clean and pack up BBQ when cooking is finished.

RACE PACK-UP: All Volunteers

- 1. Wash paddle boards, buoys and paddle pools with fresh water.
- 2. Wash platters, empty and wash out drink coolers.
- 3. Place all equipment back in original position in cage.
- 4. Pack up tent and place into cage.
- 5. Pack up bike racks as soon as last competitor finishes. Do not leave bikes on the ground- Move to one central rack if necessary.
- 6. Do not leave until you have checked with Duty Coordinator that all duties have been completed.