

# Volunteer Roles

2024-2025 Season

## Health and Safety Reminder:

Whilst performing volunteer roles please ensure you are mindful of the following:

- Taking precautions to protect yourself from sun exposure (eg. sunscreen, hat, etc)
- Manual handling: some items are heavy or awkward so please use appropriate lifting techniques or ask for help
- Care in or around traffic when near roads/car parks

# Starter-Lead Volunteer

1. All volunteers to meet at the front of the Community Building Storage Area **no later than 5.30am for the pre-race briefing.**
2. Sign the attendance sheet on arrival.
3. Transition setup
  - Assist with the setup of the transition area (bike racking, timing tent and equipment).
4. Collect the Coffs Tri mobile phone (**0450 558 696**) from the volunteer coordinator and keep it for the duration of the event.
  - This is to be used should there be an emergency. You will be the first point of call should something happen. Call 000 after being noted of an emergency and aid wherever possible.
5. Assist with day race registration as directed by Timing Official: involves distribution of race numbers / chips, advice to day racers.
6. Assist all competitors to pass over the correct mat before the start of the event.
7. Synchronise time with the Timing Official using the App on the Coffs Tri mobile phone: time.is. The wave/handicap starts will go in accordance with the time on this website.
8. Discuss the start plan with the Timing Official and Race Director.
9. 5-10 Minutes before the start of the race, make your way to the beach and get set up to start the race:
  - **Make your presence known as the race starter.**
  - Draw a line in the sand.
  - Place in the sand the flag marker for competitors to run around before proceeding to transition.
  - If it is a handicap race, racers should be let off as per the handicap program.
  - If a mass start, as per the plan.
10. Once all competitors have started the race, stay on the beach until the last swimmer exits the water.
11. You will act as the second swim observer from the beach. Should you see a competitor requiring assistance, make it known to the best of your abilities to the nearest swim volunteer who will be out on the water.
12. Once all competitors have completed the swim leg, make your way to the transition area.
13. Advise the timing person of the exact start time off the software timing clock used.
14. Coordinate with other volunteers and any helpers to prepare fruit/breakfast for the morning.
15. Once all competitors have finished, assist with clean-up of the transition area.
16. Return the mobile phone to the volunteer coordinator.
17. **Sign off before you leave.**

# Swim 1 + Run

1. All volunteers to meet at the front of the Community Building Storage Area **no later than 5.30am for the pre-race briefing.**
2. Sign the attendance sheet on arrival.
3. Ensure you have the Coffs Tri mobile number **0450 558 696** in your personal phone in case of emergency.
4. Set up the run leg:
  - As the first swimmer, you will be positioned at the Southern turn around point of the run leg as well as be a swim volunteer.
  - Get all the traffic cones/witches hats/signs used for the run and place them in their respective locations. **Do this before anything else.** (see image below)
5. Once finished with the run setup, proceed to the beach to take up the position of the first swim volunteer.
6. Swim set up:
  - The other swim volunteers will remove your board and all buoys from the cage. The buoys should be placed in their positions by the other swim volunteers.
  - Your board should be on the beach already. If not, it will be in the cage.
  - If other swim volunteers have not finished setting up by the time you have finished with the run cones/witches' hats, then assist them in the swim set up.
  - Buoy numbers and positions (image below for reference)
    1. 150m from the water's edge and 50m off the break wall
    2. 30m from the end of the jetty
    3. 5-10 pylons west of the bottom of the stairs on the jetty at low tide (adjust accordingly for tide variations)
    4. The biggest buoy, 50m south-west of the first buoy
7. **Position yourself near the first buoy** and help any competitors on the swim course who need assistance.
8. Once the last swimmer has finished, exit the water.
  - Leave your board outside the transition area to be cleaned and make your way to the southern turnaround point of the run course.
9. Once the last runner has passed the turnaround point. Start collecting the cones/witches' hats and make your way back to the transition.
10. Help with any other transition related clean-up.
11. **Sign off before you leave.**



# COFFS HARBOUR TRIATHLON CLUB





# COFFS HARBOUR TRIATHLON CLUB

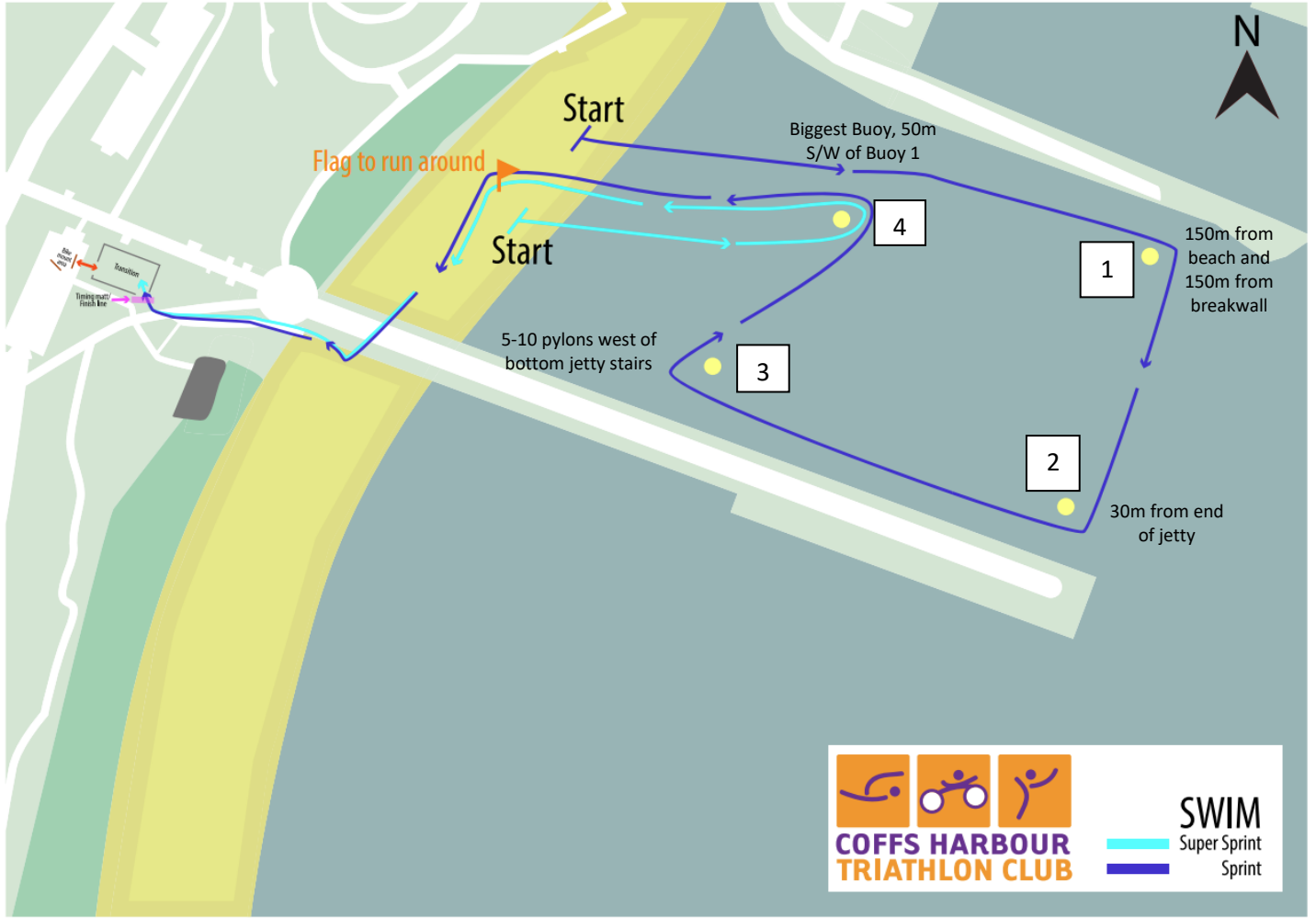


## Swim 2

1. All volunteers to meet at the front of the Community Building Storage Area **no later than 5.30am for the pre-race briefing.**
2. Sign the attendance sheet on arrival.
3. Ensure you have the Coffs Tri mobile number **0450 558 696** in your personal phone in case of emergency.
4. Transition setup:
  - Assist with the setup of the transition area (bike racking, timing tent and equipment).
5. Together with the third swim volunteer, remove all the swim leg items and place everything on the beach before proceeding:
  - 3\* paddle boards
  - 4\* buoys
  - 3\* rescue tubes (one to be clipped to each board)
6. You and the third swim volunteer will be placing **ALL buoys** out in the swim leg:
  - Buoy numbers and positions (**image below for reference**)
    1. 150m from the water's edge and 50m off the break wall
    2. 30m from the end of the jetty
    3. 5-10 pylons west of the bottom of the stairs on the jetty at low tide (adjust accordingly for tide variations)
    4. The biggest buoy, 50m south-west of the first buoy
7. Once all buoys have been placed you will **be positioned near the second buoy.**
8. You are expected to help any competitors on the swim course who need assistance.
9. After all the competitors have finished the swim leg.
  - **Bring in ALL the buoys** (together with the third swim volunteer)
  - Place all buoys and boards outside the transition area and rinse them clean of all sand and salt.
  - Once rinsed and dry, place them back in the cage.
10. After all competitors have finished, assist with transition clean up.
11. **Sign off before you leave.**



# COFFS HARBOUR TRIATHLON CLUB

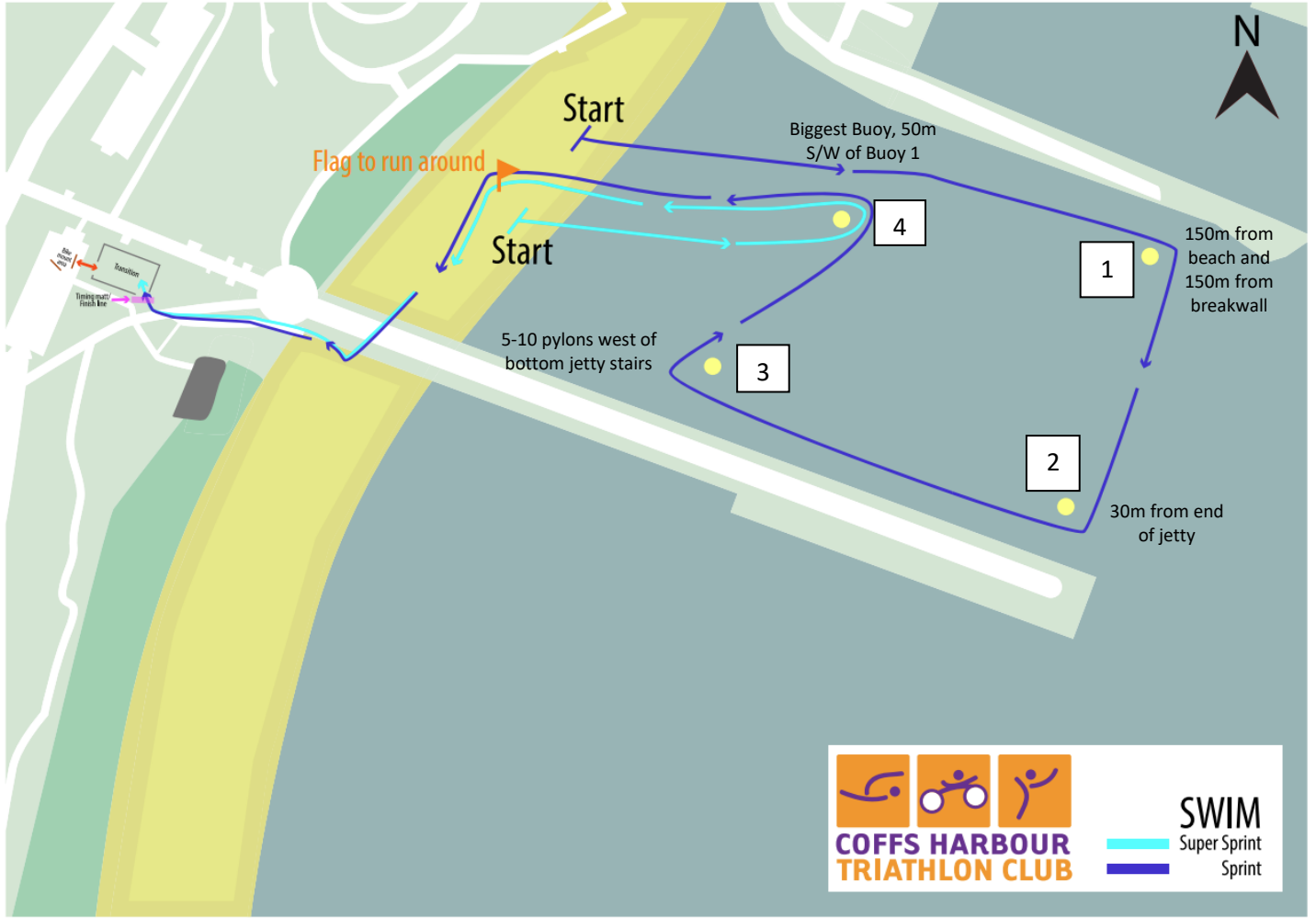


## Swim 3

1. All volunteers to meet at the front of the Community Building Storage Area **no later than 5.30am for the pre-race briefing.**
2. Sign the attendance sheet on arrival.
3. Ensure you have the Coffs Tri Mobile number **0450 558 696** in your personal phone in case of emergency.
4. Transition setup:
  - Assist with the setup of the transition area (bike racking, timing tent and equipment).
5. Together with the second swim volunteer, remove all the swim leg items and place everything on the beach before proceeding:
  - 3\* paddle boards
  - 4\* buoys
  - 3\* rescue tubes (one to be clipped to each board)
6. You and the second swim volunteer will be placing **ALL BUOYS** out in the swim leg:
  - Buoy numbers and positions ([image below for reference](#))
    1. 150m from the water's edge and 50m off the break wall
    2. 30m from the end of the jetty
    3. 5-10 pylons west of the bottom of the stairs on the jetty at low tide (adjust accordingly for tide variations)
    4. The biggest buoy, 50m south-west of the first buoy
7. Once all buoys have been placed you will be **positioned between the third and fourth buoy.**
8. You are expected to help any competitors on the swim course who need assistance.
9. After all the competitors have finished the swim leg:
  - **Bring in ALL the buoys** (together with the second swim volunteer)
  - Place all buoys and boards outside the transition area and rinse them clean of all sand and salt.
  - Once rinsed and dry, place them back in the cage.
10. After all competitors have finished, assist with transition clean up.
11. **Sign off before you leave.**



# COFFS HARBOUR TRIATHLON CLUB



## Swim Observer - Car 3

1. All volunteers to meet at the front of the Community Building Storage Area **no later than 5.30am for the pre-race briefing.**
2. Sign the attendance sheet on arrival.
3. Ensure you have the Coffs Tri Mobile number **0450 558 696** in your personal phone in case of emergency.
4. Transition setup:
  - Assist with the setup of the transition area (bike racking, timing tent and equipment).
  - Each bike rack must contain two "A" framed end supports and vertical middle support. Ensure each rack is stable.
  - Timing tent and equipment to be set up as required by the Timing Official.
5. Place the *Cyclist* sign and flashing light on the roof of your vehicle.
6. Collect a first aid kit and place it in your vehicle in case of emergency.
7. Collect the Horn and make your way onto the jetty.
8. Observe the swimmers until the last swimmer has exited the water.
9. Thereafter go to your vehicle to act as the third bike leg escort vehicle.
10. You will be traveling the whole bike course (**red and yellow sections, see image below**).
11. Drive slowly ensuring not to cause any traffic issues.
12. Assist cyclists as needed.
13. If there is an emergency and you deem necessary, call 000 then call the lead volunteer so he/she is aware of the situation.
14. Once the last competitor has finished the cycle leg, proceed to perform one last run of the course to ensure all Coffs Tri signage has been removed. If not, stop and assist with the removal of the signs. **When removing signs please ensure your vehicle is parked in a safe area and you are mindful of your safety around traffic at all times.**
15. Return the signs to the cage and clean them if necessary.
16. After all competitors have finished, assist with transition clean up.
17. **Sign off before you leave.**



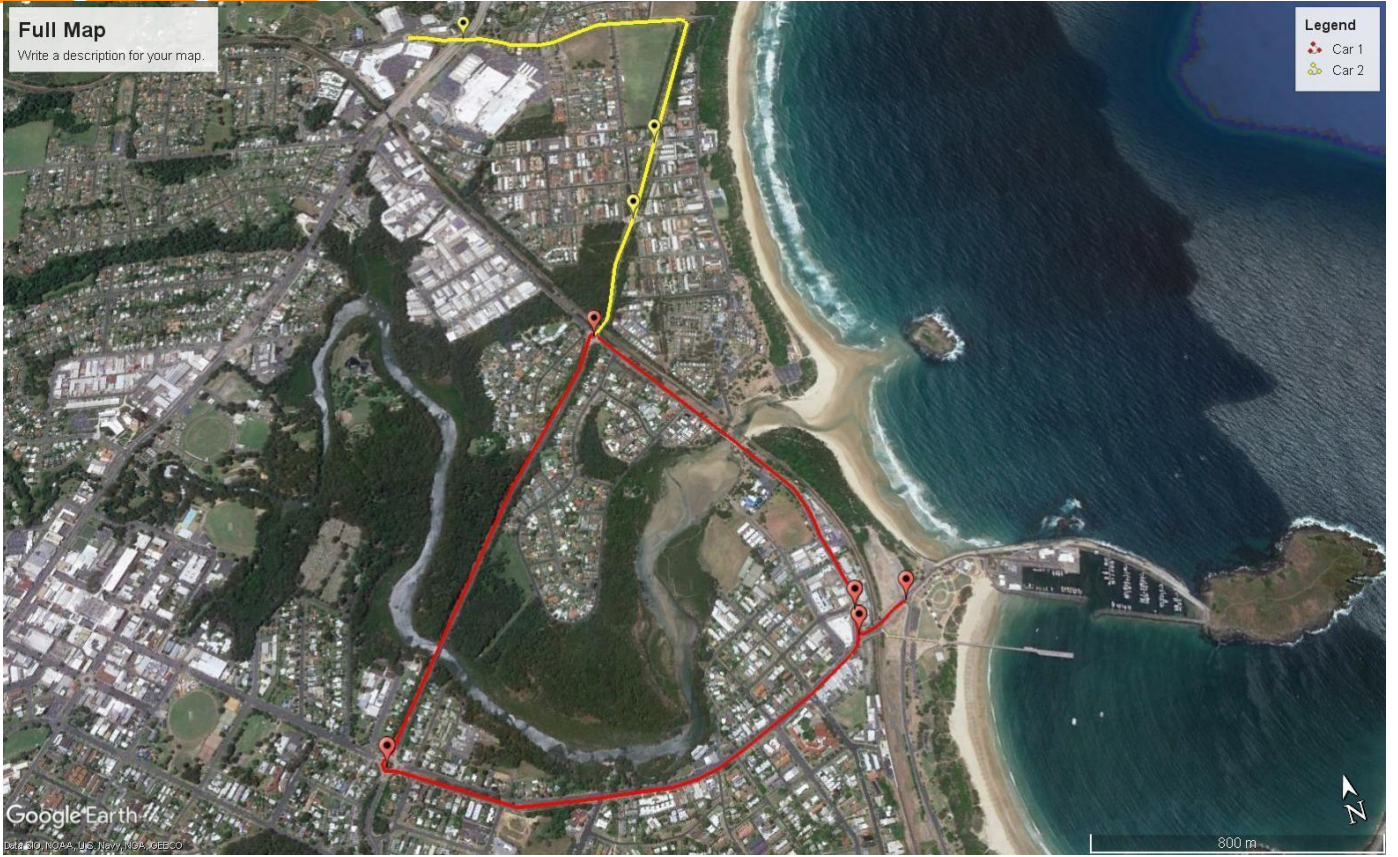
# COFFS HARBOUR TRIATHLON CLUB

## Full Map

Write a description for your map.

### Legend

-  Car 1
-  Car 2



# Car 1

Ideally if you are undertaking this role you have accreditation as a Traffic Guidance Officer and hold a current Traffic Controller and Implement Traffic Management Plans competency card as per Safework NSW requirements for the placement and retrieval of signage on the bike course. Alternatively you may perform these duties under the supervision of an accredited suitably qualified person. When you arrive for duty please make yourself known to the Race Director or Volunteer Coordinator to advise if you have the necessary accreditation or require supervision.

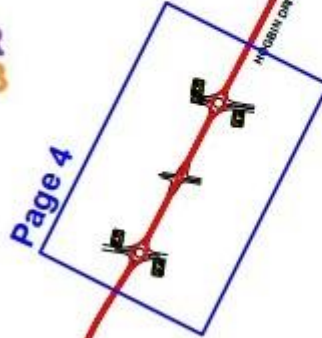
1. All volunteers to meet at the front of the Community Building Storage Area **no later than 5.30am for the pre-race briefing.**
2. Sign the attendance sheet on arrival.
3. Ensure you have the Coffs Tri Mobile number **0450 558 696** in your personal phone in case of emergency.
4. Assist with the setup of the transition area (bike racking, timing tent and equipment)
5. Remove the Bike Safety Volunteer kit from the cage together with the Car 2 volunteer. The kit contains: an orange high vis vest, yellow flashing light, the relevant cycle signs, a first aid kit and a laminated copy of these procedures. Please wear the high vis vest and place the **Caution Cyclist** sign and flashing light on the roof of your vehicle. Place the *Caution Cyclist* sign and flashing light on the roof of your vehicle. The first aid kit should be placed in your vehicle in case of an emergency.
  - It is important that you note the positions and follow the placement directions for signage and safe work procedures for undertaking this task contained in this document. Please note that the Club's approved Traffic Guidance System (the signage plan) does **NOT** require placement of signage on the circular centre section of the roundabout. Please only safely place the signage on the edge of the road near the roundabout as per the approved TGS locations in this document.
  - You need 8 bike signs to be placed at the following locations (refer pages 1, 2 & 3 below)
    - 1 x Jordan Esplanade - Southern side of bike exit from transition/carpark (South Facing)
    - 1 x Eastern side of Marina Drive - Jordan Esplanade roundabout (Eastern entrance)
    - 2 x Orlando Street - Collingwood Street roundabout (Eastern and Western entrances)
    - 2 x Harbour Drive - Hogbin Drive roundabout (Southern and Western Entrances)
    - 2 x Hogbin Drive - Orlando Street roundabout (Eastern and Western entrances)
  - **When placing and removing signs please ensure your vehicle is parked in a safe area and you are mindful of your safety around traffic at all times.**
6. You will be driving the Harbour Drive-Hogbin Drive-Orlando Street sections of the bike leg. (See satellite image below highlighted in red). Drive slowly ensuring not to cause any traffic issues.
7. Assist cyclists as needed.
8. If there is an emergency and you deem necessary, call 000.
9. Call the lead volunteer after calling 000 to inform them of the incident.
10. Once the last competitor has finished the cycle leg proceed to collect all the signs you put out and return them to the cage (clean them if necessary) along with the remainder of the Bike Safety Volunteer kit.
11. After all competitors have finished, assist with transition clean up.
12. **Sign off before you leave.**



Legend	
	Bike Path
	Bridge
	Cyclists sign
	Level Crossing



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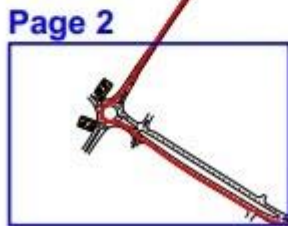


Page 4

## Bike Course Sign Placement



Page 3

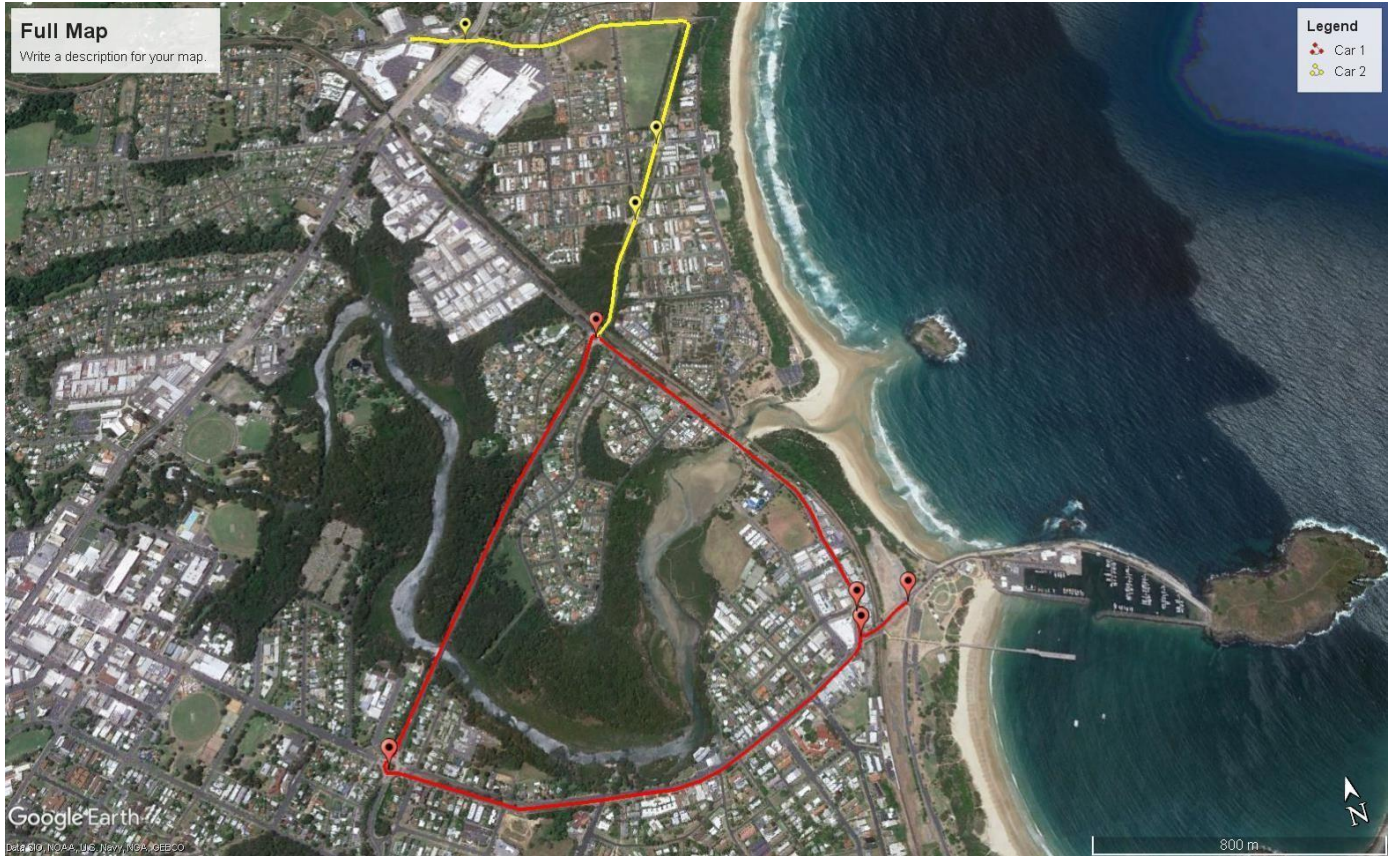


Page 2



Page 1

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**Page 1 - Car 1 - Bike Signage Locations and Course (Transition and Marina Drive area)**

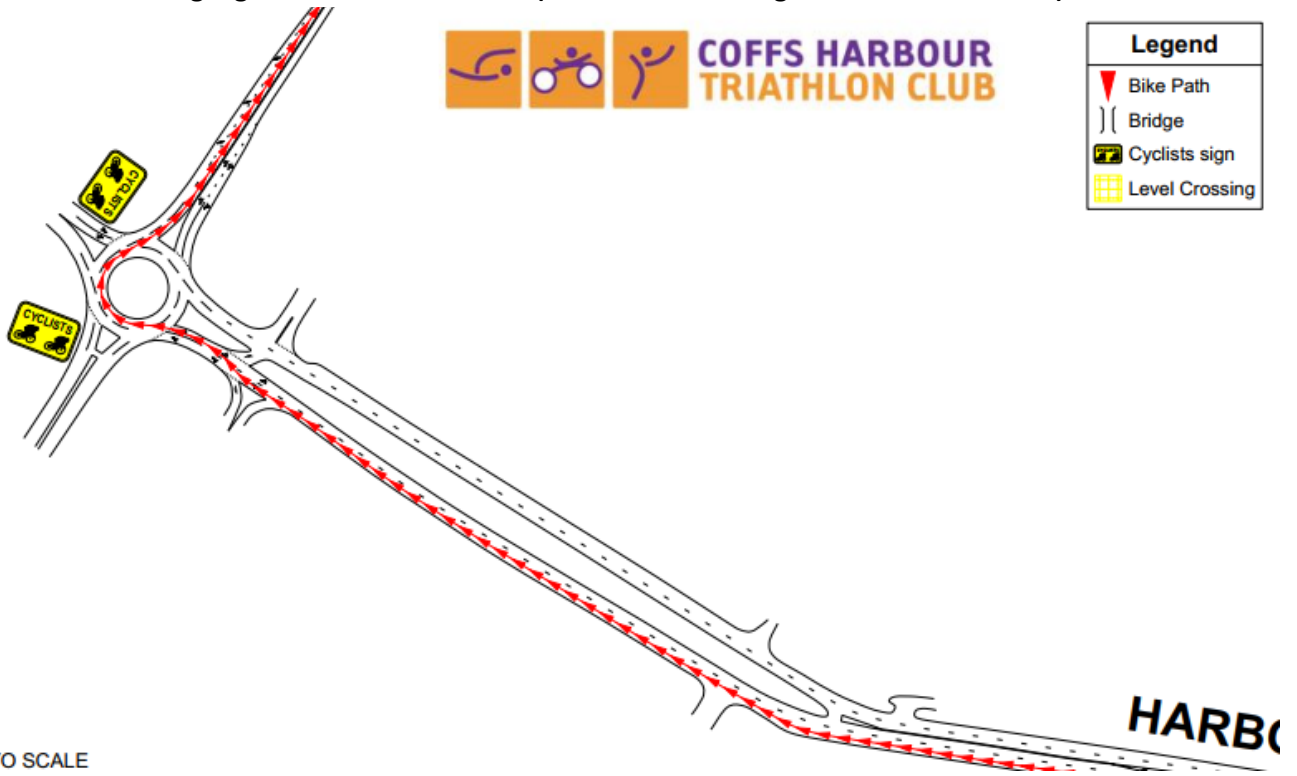






Legend	
	Bike Path
	Bridge
	Cyclists sign
	Level Crossing



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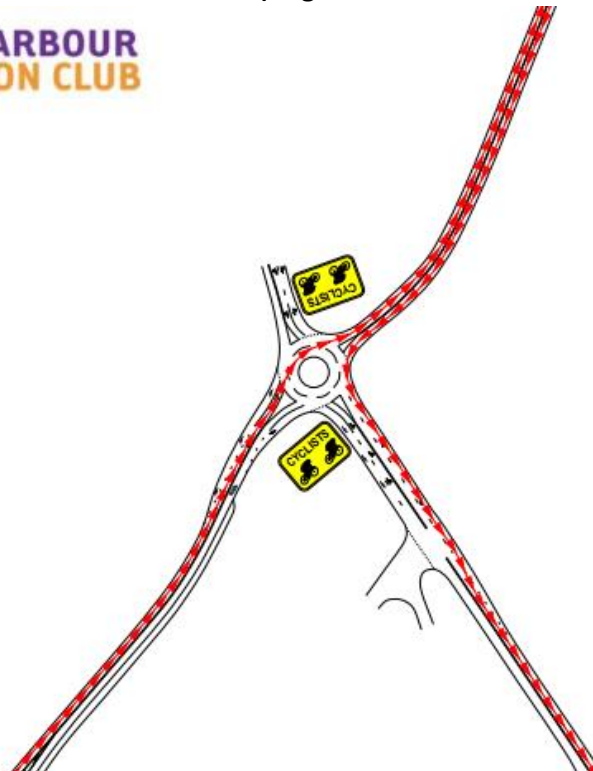
**Page 2 - Car 1 - Bike Signage Locations and Course (Harbour Drive - Hogbin Drive Roundabout)**



Legend	
	Bike Path
	Bridge
	Cyclists sign
	Level Crossing

\*NOT DRAWN TO SCALE

**Page 3 - Car 1 - Bike Signage Locations and Course (Hogbin Drive and Orlando Street Roundabout)**



Legend	
	Bike Path
	Bridge
	Cyclists sign
	Level Crossing

\*NOT DRAWN TO SCALE

**Car 2**

Ideally if you are undertaking this role you have accreditation as a Traffic Guidance Officer and hold a current Traffic Controller and Implement Traffic Management Plans competency card as per Safework NSW requirements for the placement and retrieval of signage on the bike course. Alternatively you may perform these duties under the supervision of an accredited suitably qualified person. When you arrive for duty please make yourself known to the Race Director or Volunteer Coordinator to advise if you have the necessary accreditation or require supervision.

1. All volunteers to meet at the front of the Community Building Storage Area **no later than 5.30am for the pre-race briefing.**
2. Sign the attendance sheet on arrival.
3. Ensure you have the Coffs Tri Mobile number **0450 558 696** in your personal phone in case of emergency.
4. Assist with the setup of the transition area (bike racking, timing tent and equipment).
5. Remove the Bike Safety Volunteer kit from the cage together with the Car 1 volunteer. The kit contains: an orange high vis vest, yellow flashing light, the relevant cycle signs, a first aid kit and a laminated copy of these procedures. Please wear the high vis vest and place the **Caution Cyclist** sign and flashing light on the roof of your vehicle. The first aid kit should be placed in your vehicle in case of an emergency.
  - It is important that you note the positions and follow the placement directions for signage and safe work procedures for undertaking this task contained in this document. Please note that the Club's approved Traffic Guidance System (the signage plan) does **NOT** require placement of signage on the circular centre section of the roundabout. Please only safely place the signage on the edge of the road near the roundabout as per the approved TGS locations in this document.
  - You need 6 bike signs to be placed at the following locations (refer pages 4 & 5 below)
    - 2 x Hogbin - Prince St roundabout (Eastern and Western entrances)
    - 2 x Hogbin - Park Beach Rd roundabout (Eastern and Western Entrances)
    - 2 x Arthur - Mastracolas Roundabout under the bypass (Highway off - Ramp entrances)
  - **When placing and removing signs please ensure your vehicle is parked in a safe area and you are mindful of your safety around traffic at all times.**
6. You will be driving the Hogbin-Orlando roundabout to the turnaround point at Mastracolas Road- Gerald Drive roundabout (after the highway underpass at the Home Base Centre) sections of the bike leg. (See satellite image below highlighted in yellow). Drive slowly ensuring not to cause any traffic issues.
7. Assist cyclists as needed.
8. If there is an emergency and you deem necessary, call 000.
9. Call the lead volunteer after calling 000 to inform them of the incident.
10. Once the last competitor has finished the cycle leg proceed to collect all the signs you put out and return them to the cage (clean them if necessary) along with the remainder of the Bike Safety Volunteer kit.
11. After all competitors have finished, assist with transition clean up.
12. **Sign off before you leave.**



# COFFS HARBOUR TRIATHLON CLUB

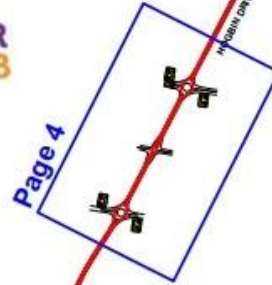
Legend	
	Bike Path
	Bridge
	Cyclists sign
	Level Crossing



Page 5



## COFFS HARBOUR TRIATHLON CLUB



Page 4

### Bike Course Sign Placement



Page 3



Page 2







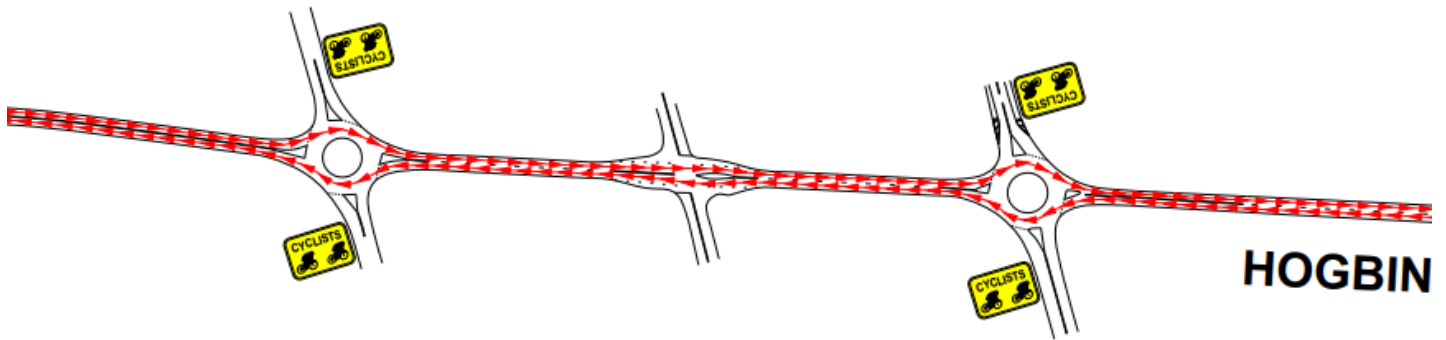
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**Page 4 - Car 2 - Bike Signage Locations and Course (Hogbin Drive - Park Beach Rd and Price St roundabouts)**

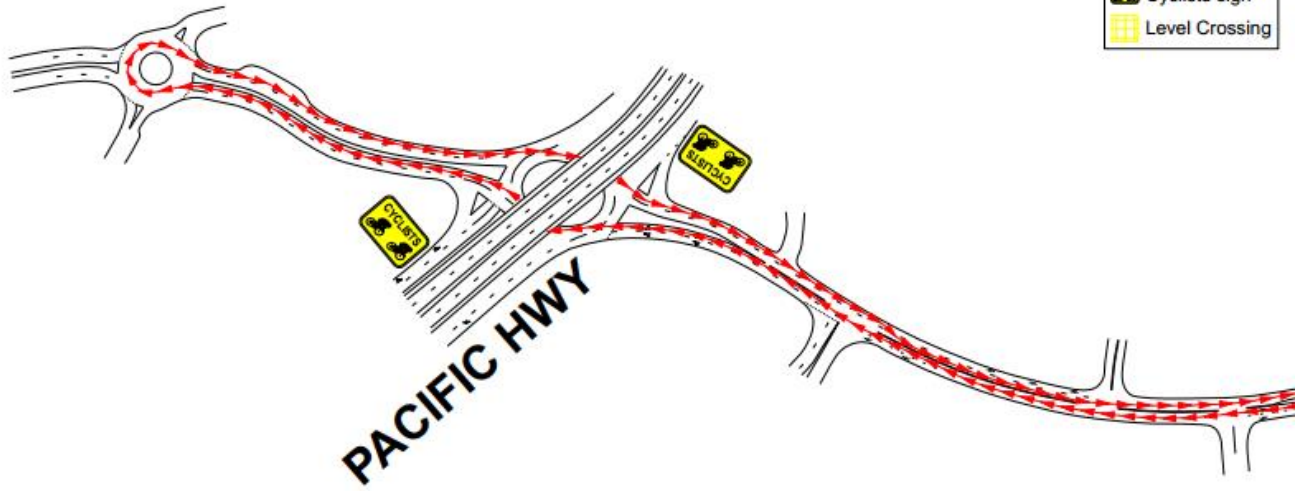
Legend	
	Bike Path
	Bridge
	Cyclists sign
	Level Crossing



\*NOT DRAWN TO SCALE

**Page 5 - Car 2 - Bike Signage Locations and Course (Mastracolas Roundabout - Pacific Highway Area)**

Legend	
	Bike Path
	Bridge
	Cyclists sign
	Level Crossing



\*NOT DRAWN TO SCALE

# Bike Mount & Dismount

1. All volunteers to meet at the front of the Community Building Storage Area **no later than 5.30am for the pre-race briefing.**
2. Sign the attendance sheet on arrival.
3. Ensure you have the Coffs Tri Mobile number **0450 558 696** in your personal phone in case of emergency.
4. Ensure you collect a high vis vest.
5. Transition setup:
  - Assist with the setup of the transition area (bike racking, timing tent and equipment)
  - Place bike mount and dismount mats over the curb
  - Place bollards in suitable places to direct cyclists from transition towards mount & dismount area
  - Place 3 bollards across the two car spaces that are immediately on the east side of the Jordan Esplanade just north of the exiting car park to provide clear line of sight for exiting bikes.
6. At the start of the event, you will be in the position of the bike mount & dismount area. Ensuring you remain visible to vehicles which would be coming in and out of the car park area.
7. Keep cyclists aware of the presence of vehicles and to stay left exiting the car park onto Jordan Esplanade.
8. **Note:** You cannot interfere with traffic unless in extenuating circumstances or to avoid a potential incident/accident.
9. Once all cyclists have finished the course, pack up mats and bollards which are no longer being used.
10. After all competitors have finished, assist with transition clean up.
11. **Sign off before you leave.**



Responsible Position	Volunteer Coordinator/Race Director
Approved By Committee	20 September 2024
Version	v1.0
Review Date	6 September 2024
Document(s) this policy supersedes	2023-2024 Season Volunteer Duties