

Newman Triathlon



VOLUNTEER ROLES & RESPONSIBILITIES

NEWMAN TRIATHLON – SUNDAY 02 APRIL 2023

VOLUNTEER ALLOCATIONS

Volunteer positions are allocated as follows

- Registration/Check in of competitor's (6 volunteers)
- Swim Course
 - Marshalls (2 volunteers)
 - Lap Recorders (2 volunteers)
- Cycle Course
 - Marshalls on course (16 volunteers)
 - Lap Recorders (2 volunteers)
- Run Course
 - Marshalls on course (4 volunteers)
 - Lap Recorders (2 volunteers)
- Transition area (4 volunteers)
- Water Station (2 volunteers)
- Finish Chute (2 volunteers)

FURTHER INFORMATION FOR ALL VOLUNTEERS

- Hi-visibility vest or t-shirt provided
- Sunscreen and water provided
- Please bring a hat
- If you wish to please bring a camp chair if on the cycle or run route
- To attend briefing at 5.30am on the day
- Complete a volunteer consent form
- Sign-in on the day

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VOLUNTEER POSITION DESCRIPTIONS

REGISTRATION/CHECK IN OF COMPETITOR'S

ROLES

- Confirm registration of competitors on spreadsheet
- Ensure competitor's initial the timing tag number received
- Number and tag competitors – competitor's race number to be marked on both arms and legs and colour coded to the appropriate course
RED – Junior Course
GREEN – Short Course
BLACK – Long Course

If they are wearing sun screen wipes areas with a baby wipe before marking the number, then advise to reapply sun screen once ink is dry

- Ensure competitor's know which course they are on and direct them to the course maps if they have not familiarised themselves
- Explain to competitors that they are not to walk over the timing mats other than when competing as this ensures that the timings are correct
- Explain to competitors that are in a team, that if they are the run and cycle person then to meet in Transition Area to change over the timing tags
- Answer questions from competitors

SWIM COURSE

ROLES

Swim Marshall

- Directing competitor's to the swim start line
- Ensure that participants report at the swim start and that they are in correct wave
- Assist in timing band check to ensure correct wave start
- Assist in managing the start line and ensure that participants start the race only after the starter horn
- At the end of the swim direct the participants in the appropriate direction
- Keep spectators out of the way of the swim area during the race, direct them to either the grassed area or behind the fencing
- Direct competitors to the Transition Area after the swim

Lap Recorder

- Record competitor's laps for long and short course and mark on the recording sheet

CYCLE COURSE

ROLES

Cycle Marshalls

- Direct cyclists to turn the correct way at designated intersections

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- Direct cyclists to stay within the course and be careful on corners
- Assist in managing vehicle crossing points
- Report and record any incidents/accidents
- Advise and keep spectators/pedestrians out of the bike course
- Control pedestrians crossing at designated points
- Ensure the Junior cyclists cycle on the road
- Assist to ensure cyclists safety and smooth flow of traffic in their respective sectors
- Advise and alert medical officers should any cyclist need medical attention
- Report and record any incidents/accidents

Lap Recorder

- Record competitor's laps and mark on the recording sheet

RUN COURSE

ROLES

Run Course Marshall

- Direct runners on the correct run routes
- Ensure runners run on the path
- Keep pedestrians off the run course
- Control pedestrians crossing points and at other designated points
- Advise and alert medical officers should any cyclist need medical attention
- Report and record any incidents/accidents

Lap Recorder

- Record competitor's laps and mark on the recording sheet

TRANSITION AREA

ROLES

- Direct participants to the entry points of the transition area, including the correct directions when in transition
- Direct competitor's to transition exits
- Ensure cyclists have their helmets on correctly and are wearing appropriate footwear
- Ensure the cyclists push their bike over the timing mats as they exit the Transition Area and then they can mount their bike
- Ensure the cyclists dismount their bikes before going over the timing mat to re-enter the Transition Area to rack their bike back in the same position
- Ensure Junior competitor's only have 1 helper in the area with them
- Keep spectators out of the Transition Area at all times
- Answer questions asked by competitor's out of the Transition Area post-race
- Restrict competitor's returning to their bike until the transition has been officially closed
- Report and record any incidents/accidents
- Advise and alert medical officers should any cyclist or runner need medical attention

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WATER STATION

ROLES

- Ensure that there are adequate drinks allocated to drink stations and continually refill drinks when necessary
- Hand out drinks to participants in a safe and professional manner to minimise disruption to their race
- Ensure area around the drink station is free of used cups and bottles
- Collect up all used cups and bottles in bags provided for disposal
- Pack up the drink station at the end of the event
- Direct Junior course runners to turn around at water station point and return to Newman Aquatic Centre

FINISH CHUTE

ROLES

- Hand out finish medals to all participants that complete the race
- Assist in removing timing bands from competitor's as they pass through the finish line
- Place timing bands in the designated bucket
- Direct competitor's to the recovery and medical services as required
- Hand out competitor bags which will also contain recovery food and drink
- Congratulate the competitor's on completing the event