



Summer Series Volunteer Booklet

Rockingham Triathlon Club are looking forward to welcoming all competitors and spectators to the 2023/24 Rockingham Triathlon Clubs Summer series of Triathlons

Summer series of Triathlons takes place on the beautiful Rockingham foreshore and boosts one of the safest swims you will find in triathlon! The swim takes place in the crystal-clear, shallow, and flat waters of Rockingham beach, where you can stand at any point throughout the swim if you need to. The multi-lap bike courses have you biking up and down the flat and fast Rockingham Beach Road with the multi-laps allowing your supporters to give you a big cheer every time you go past! The run is also a multi-lap course which has you running along the foreshore footpath with ocean views and natural bush surrounds.

Like all the Rockingham Triathlon Club races, the Summer series of Triathlons, at its basis is still a club race. We, the Rockingham Triathlon Club however like to invite our friends, the triathlon community, to come and join in on the fun and have a chance to race. This amazing race is organised and run completely by volunteers.

We, the Rockingham Triathlon Club would like to thank you for volunteering to assist in making this event a fun filled success.



Event Dates

17th December 2023, 14th January 2024, 25th February 2024, 7th April 2024

Event Location

The event area and transition will be located at the Alexander Street car park on Rockingham Beach road, Rockingham foreshore.

Event Road Closures & Parking

Road closures for the RTC SuperSprint Distance Triathlon will be from 7am to 10:30am incorporating, Rockingham Beach Road from Wanliss St to Governor Rd

The event parking is available along Rockingham Beach Rd. Please note these parking spots will be subjected to the road closures between 7am-10:30am. An alternative is to park on the verge along the Rockingham beach road offshoot which is accessed via Alexander St. Please DO NOT park on private residence verges.

If you choose to park down one of the side streets please be considerate of the local residents, do not block any driveways, access ways, obstruct street traffic and/or park on someone's lawn. As the event has an early start please keep the noise to a minimum (at least until you get to the event site).

Key Event Times

Each volunteer role may have different times for which you are required, these are detailed in each role description.

6am	RTC Triathlon Set-up - event area & course
6:45-& 7:15am	Race chip collection for Kids Triathlon
6:45am	Volunteer Briefing (for volunteers, volunteering during the race)
7am – 10:30am	Road closures
7:15am	Kids Triathlon briefing
7:30am*	Kids Triathlon start – multiple wave/distances, starts several minutes apart
7:15-8:00am	Adults race chip collection
8:15am	Adults race briefing
8:30am*	Adults race start, in waves
10:00am	Bike course cut Off Time
~10:30- 11am	Event Pack Away - event area & course

*Start times may change

Event Area



Summer Series Triathlon Event Area map including locations and Transition area

Volunteer Sign in

Volunteers sign in will be from 5:30am – 7am. Sign in will be located in the main shelter marked on the Event Area map (same as chip collection). It is important that you sign in as soon as you get to the event site so that the event organisers know that you are there.

Volunteer Briefing

This year, there will be a slight change to previous years. Rather than an in person briefing for event volunteers, we are using this document to convey necessary information. **This however excludes Road Marshals who will be briefed by the volunteer director at 6:45am.** All other volunteers, when you sign in, the pre-event volunteer coordinator will update you on any changes to required information.

As volunteers you will be the face of the Summer Series of Triathlons and we please ask you to be polite and professional in your approach to your role. This goes without saying that we also expect competitors and spectators to behave in the same way towards our volunteers. If for any reason this does not happen, please contact the event organisers (Race Director or someone from the RTC committee).



Safety

Safety is paramount for all involved in the event, and it takes everyone involved from the race organisers, volunteers, competitors, and spectators to ensure we have a safe event. As volunteers:

- Please be aware that there are natural hazards as the event takes place in an outdoor setting.
- SunSmart, please ensure you follow the SunSmart guidelines to avoid the effects of the Sun
- Competitors will be fast moving so please ensure you are always aware of your surroundings.
- Even though roads will be closed for the event, there still might be road traffic, for this reason we ask volunteers not to station yourselves on the roadway.
- Manual Handling, some roles will require you to manually handle equipment. Please use correct manual handling techniques if you require assistance, please ask.

Hydration and food

Volunteers will be given a free voucher for a drink or coffee, water will be available as well. We kindly ask that you bring along a water bottle and something to eat (if you feel you might get peckish).

Clothing

Please wear comfortable clothing to suit weather conditions. You will be issued a Hi Vis vest to wear for the duration.

Amenities

Toilets are located just north of the at the main event site

Emergencies

First aid is provided by a qualified volunteer

If you are approached by a competitor or spectator who may require first aid, please accompany them to the first aid station (marked on the event map) and notify the Race Director.

If a site emergency is called and the race is cancelled the emergency muster area is the main transition area. This will be announced by the Race Director.

Communication

Communication will be via;

- Mobile phones, direct contact
- Handheld radios (race radio), for road marshals and assigned roles
- Event site P/A system, Race director to make announcements



Contact Details

Race Director: Details given on the day

Event Set-up team leaders

As the event cannot be set up the night before, it is important that the event is set up in a timely fashion to ensure the triathlon starts on time. For this reason, setup volunteers will report to committee members who will be assisting and directing the set up efforts

Volunteer Roles

Event Set up

Location: Event site, bike course, run course

Time: 6am to 7:30am

Tasks: Assist in the setup of

- Transition
- Event Area
- Swim course
- Bike course
- Run course
- Aid Stations
- Timing Chip collection
- First Aid

Set up volunteers will be coordinated by team leaders who will have a detailed set up plan for their area.

Timing Chip Collection

Location: Event site

Time: 6:30am to 8:00am

Tasks:

- Provide participants with Timing chips
- Inform competitors of Timing chips requirements (wearing of arm bands, race numbers etc)
- Direct athletes to transition area
- Direct athletes to course maps if required

Swim Marshal Kids Races

Location: Event site

Time: 7:30am to 8:00am

Tasks:

- Direct athletes to the swim start line.
- Ensure that participants report at the swim start and they are in the right wave.
- Assist in timing band check to ensure correct wave start.
- Assist officials in managing the start line and ensure that participants start the race only after the starter horn.
- Volunteers are asked to also keep spectators out of the competitor's way during the race.
- Direct participants towards transition area after their swim.

Water Safety Kids Swim

Location: Event site

Time: 7:30am to 8:00am

Tasks:

- Monitor competitors in the water
- Assist competitors if they require it

Assistance Required procedure

If a competitor requires assistance from water safety the water safety should

1. Have someone notify the Race Director a swimmer requires assistance with the following information
 - a. Location
 - b. Number
 - c. Seriousness
2. Assess the risk to yourself, if safe to proceed
3. Wade out to the competitor who requires assistance
4. Using the lifesaving yellow tube assist the competitor back to shore.
5. If the competitor requires first aid attention then notify Race director / First Aid officer
6. In the event of an emergency the Race Director will then take over

Swim Marshal Adults Races

Location: Event site

Time: Varies depending on course type

Tasks:

- Direct athletes to the swim start line.
- Ensure that participants report at the swim start and they are in the right wave.
- Assist in timing band check to ensure correct wave start.
- Assist officials in managing the start line and ensure that participants start the race only after the starter horn.
- Volunteers are asked to also keep spectators out of the competitor's way during the race.
- Direct participants towards transition area after their swim.

Water Safety Adults Swim

Location: Event site

Time: Varies depending on course type

Tasks:

- Monitor competitors in the water
- Assist competitors if they require it

Assistance Required procedure

If a competitor requires assistance from water safety the water safety should

7. Have someone notify the Race Director a swimmer requires assistance with the following information
 - a. Location
 - b. Number
 - c. Seriousness
8. Assess the risk to yourself, if safe to proceed
9. Wade out to the competitor who requires assistance
10. Using the lifesaving yellow tube assist the competitor back to shore.
11. If the competitor requires first aid attention then notify Race director / First Aid officer
12. In the event of an emergency the Race Director will then take over

Kids Transition Area Marshals

Location: Event site

Time: 7:30am to 8:00am

Tasks:

- Direct participants to the entry points of the transition area – including the correct directions when in transition
- Direct competitors to transition exit(s)
- Always keep spectators out of the transition area
- Answer participants questions
- Assist kids with safety gear like helmets if required
- Restrict competitors returning for their bike collection until the transition has been officially opened

Adults Transition Area Marshal

Location: Event site

Time: 8:30am to 10:30am

Tasks:

- Direct participants to the entry points of the transition area – including the correct directions when in transition
- Direct competitors to transition exit(s)
- Always keep spectators out of the transition area
- Answer participants questions
- Restrict competitors returning for their bike collection until the transition has been officially opened

Kids Run Turn Around

Location: Event site

Time: 7:30am to 8:30am

Tasks:

- Ensure turn around bollard is in place
- Ensure participants turn around correct turn around bollard (don't go past it)
- After kid's race remove the 'kids turn around bollard' off the footpath before adults race start

Bike Mount / Dismount Marshals

Location: Event site

Time: 7:30am to 10:30am

Tasks:

- Direct participants to the bike mount line
- Ensure competitors don't bunch up and keep moving forward to keep things flowing
- Ensure competitors mount their bikes after the mount line
- Ensure competitors stay in the 'slip lane' when entering bike course
- Ensure competitors dismount before the bike dismount line

Kids Bike Turn Around Marshals

Location: Turn around at Wanliss St end & Turn around at Hillman St end

Time: 7:30am to 10:30am

Tasks:

- Ensure competitors turn around turning bollard
- If there is an accident, follow the road marshal action plan (attached at end of document)

Aid Station – Event Area

Location: Event site

Time: 8:00am to 10:30am

Tasks:

- Fill water container and bring to aid station
- Fill paper cups with water and hand out to competitors.
- Ensure 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 minimize disruption to their race – this includes use of hygienic gloves.
- Ensure area around drink station is free of used cups and bottles.
- Collect up all used cups and bottles in bags provided for disposal.

Finish Line / Recovery Area Kids Race

Location: Event site

Time: 8:00am to 8:30am

Tasks:

- Assist in removing timing bands from athletes as they pass through the finish line, check them off the athlete list
- Congratulate the athletes on completing the event
- Place timing chips in the designated buckets
- Direct athletes to the recovery and medical services as required
- Refill stocks of recovery food / drink

Finish Line / Recovery Area Adults Race

Location: Event site

Time: 9:30am to 11:00am

Tasks:

- Assist in removing timing bands from athletes as they pass through the finish line, check them off the athlete list
- Identify Podium place getters
- Congratulate the athletes on completing the event
- Place timing chips in the designated buckets
- Direct athletes to the recovery and medical services as required
- Refill stocks of recovery food / drink

Event Site pack away

Location: Event site, bike course, run course

Time: 10:00am to 11:00am

Tasks: Assist in the pack away of

- Transition
- Event Area
- Swim course
- Bike course
- Run course
- Aid Stations
- Timing Chip collection



Bike Course Road Marshals

Location: Bike course

Time: 6:45am to 10:30am

Tasks:

- Attend Road Marshal briefing
- Station yourselves at your designated intersection
- Using Race Radio contact bike director to acknowledge you are in position
- Politely turn away vehicles if they do not live on the closed roads
- Allow access to bike course to people who live on the bike course following the correct procedures (see below)
- Contact Bike course director and or Race Director if assistance is required
- Announce an emergency if required following the correct procedures (see below)

Road Marshal Briefing

Due to the importance of this role, a face-to-face briefing will happen at the event site for Road Marshals. This will occur at **6:45am**. Verge side parking is allowed for marshals to attend the briefing prior to driving out to their designated intersections. Volunteer briefing to be held next to chip collection under the main shelter in the event site.

Road Marshals Information

Road Marshalls

The Rockingham Triathlon Club would like to take this opportunity to say thanks. Without volunteers like you we would not be able to hold such events. As a token of our appreciation, we would like to offer this small but useful pack for the day. Contained within this pack you will find the following;

- Water to keep up hydration.
- A coffee voucher to be redeemed at the coffee van on the day.
- A course map
- Race radio (two-way) set on required channel
- HiVis vest – must be worn on course

You will be given the Race Directors contact details at the briefing

What you need to do

Station yourself at the road closure barriers at the intersection assigned to you, contact Race Director to acknowledge you are in position (this is critical for race start). The race has full road closures, this is approved by the city of Rockingham, however residents who live on the course are permitted travel on the bike course to their houses.

If a local resident comes to your traffic stop and wishes to get to their home via driving on the course you must do the following;

1. Confirm that they are a local resident on Arcadia drive (asking is enough)
2. Ask them to show extreme caution when driving on the bike course and to take the shortest route to their home
3. Notify Bike course Director and all other road marshals over the race radio that a car is entering the course at your intersection and which direction it is traveling
4. Usher the car onto the road when there is a break in bike traffic (do not stop competitors)

If a car approaches and they do not live on course and want to get past, kindly direct them via another route using the map within this pack (if possible). **They do not have permission to access the bike course.**

If assistance is required on course, contact Bike course director via radio or mobile phone

Emergency

If you witness a bike accident or an athlete that requires attention, please contact the **Race Director** via race radio or mobile phone. Using the following Protocol for emergencies

At any time when an emergency alarm needs to be raised use the radio on the pre-set channel and say

- “EMERGENCY EMERGENCY EMERGENCY”
- STATE YOUR NAME
- STATE YOUR LOCATION ON THE COURSE
- THE NATURE OF THE EMERGENCY

Remain calm and wait for response from Race or Bike director

All others not calling in emergency to have complete radio silence unless another emergency, await instructions from Race or Bike course director, if nearby, assist with providing instructions to on course athletes near emergency warning to slow down or stop as required.

Course Map

