

Shoalwater Bay Based Triathlons

Volunteer Booklet

Thank you for volunteering, we are looking forward to welcoming you to the one of our Shoalwater Bay based triathlons.

The Shoalwater Bay based triathlons will see competitors swimming in the beautiful waters of Shoalwater Bay, riding a semi-technical, mutli-lap course along the Shoalwater Foreshore and bushland near Point Perron, finishing off with a multi-lap run along the Shoalwater Foreshore.

Like all the Rockingham Triathlon Club races, the Spring Triathlon, 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 Location

The Event area and Transition will be located at the Shoalwater Bay car park, near the Arcadia Drive and Gloucester Avenue intersection.

Event Road Closures & Parking

Road closures for the Spring Triathlon will be from 7am to 11am incorporating, Memorial Drive, Lease Road and Arcadia Drive from Boundary Road through to Seaforth Road.

The Event parking is available in the North along Arcadia Drive. Please note these parking spots will be subjected to the road closures between 7am-11am.

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 or obstruct street traffic. As the event has an early start, please keep the noise to a minimum

Key Event Times

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

5am	Triathlon Event / Course, Set up
6am – 7am	Race Pack Collection
6am – 7:15am	Transition Open
6:45am	Road Marshal Briefing
7am – 11am	Road closures in affect
7:30am	Race Start – first wave in water*
7:45am	First Athlete on Bike course*
8:15am	First Athlete on Run course*
8:30am	First Sprint distance athlete finisher*
8:40am	Last swimmer*
9:45am	First Olympic distance athlete finisher*
10:30am	Last Athlete on Bike course*
11-11:30am	Presentations
11:45am	Last Athlete on Run course*
12pm	Spring Triathlon Event / Course, Pack away

- Estimated times

Event Area



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 on the Southwest shelter marked on the Event Area map (same as race pack 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 Bike Course 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 Spring Triathlon 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 one of the other event directors).

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 at the main event site

Emergencies

First aid is provided by a private company who will be set up at the main event site, they will also have an emergency vehicle to go mobile if required.

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

Will be given on race 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: 5am to 7:30am

Tasks: Assist in the setup of

- Transition
- Event Area
- Swim course
- Bike course
- Run course
- Aid Stations
- Race Pack collection

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

Pack Collection

Location: Event site

Time: 6am to 7:00am

Tasks:

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

Swim Marshal

Location: Event site

Time: 7:30am to 9: 0am

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.
- At the of swim turn around for Olympic Distance, direct the participants in the appropriate direction.
- Volunteers are asked to also keep spectators out of the competitor's way during the race.
- Direct participants towards transition area after their swim.
- Assist competitor to medical aid if required

Transition Area Marshal

Location: Event site

Time: 7:30am 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

Bike Mount / Dismount Marshal

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

Aid Station – Event Area

Location: Event site

Time: 7:00am to 12pm

Tasks:

- Help set up Aid Station as per procedure
- Mix up Tailwind Nutrition containers
- Ensure there are adequate drinks allocated to drink stations and continually refill drinks when necessary. This includes sports drink and cola drink as required.
- 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.
- Pack unused drinks back into cartons and pack up the drink station at the end of the event.

Aid Station – Lions Park

Location: Lions Park

Time: 7:00am to 12pm

Tasks:

Due to the location of this aid station at the end of the run course, this aid station will also be issued a handheld race radio. This is so that if a runner becomes in difficulty, volunteers can contact the Race Director for assistance.

- Help set up Aid Station as per procedure
- 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.
- Pack unused drinks back into cartons and pack up the drink station at the end of the event.

Finish Line / Recovery Area

Location: Event site

Time: 7:30am to 12pm

Tasks:

- Help set up recovery area as per procedure
- Assist in removing timing bands from athletes as they pass through the finish line, check them off the athlete list
- Place timing chips into the timing chip holder – this is how athletes are accounted for.
- Collect any DNF timing chips and note athlete competitor number for event organiser
- Congratulate the athletes on completing the event
- Direct athletes to the recovery and medical services as required
- Help to hand out recovery food and drink to participants
- Refill stocks of recovery food as required
- Ensure athletes get their finisher gifts if there is one.

Event Site pack away

Location: Event site, bike course, run course

Time: 11:30am to 12:30pm

Tasks: Assist in the pack away of

- Transition
- Event Area
- Swim course
- Bike course
- Run course
- Aid Stations
- Race Pack collection

Set up volunteers will be coordinated by team leaders

Bike Course Road Marshals

Location: Bike course

Time: 6:45am to 11am

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**. Temporary roadside parking will be allowed for marshals to attend the briefing prior to driving out to their designated intersections. Please see attached image for briefing location.



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 & Ice-cream voucher to be redeemed at the coffee van on the day.
- A small bag of lollies.
- A course map
- And below you will find a list of phone numbers to call if needed.
- Race radio (two-way) set on required channel
- HiVis vest – must be worn on course

What you need to do

Station yourself at the road closure barriers at the intersection assigned to you, contact Bike course 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



Appendix A – Volunteer Locations



