



## 2017 Volunteer TriMuskokan Position Descriptions

This document provides an overview of the various tasks within each area. Team Leads will meet with their teams prior to Race Day to provide further details, and to assign specific tasks to each volunteer within their area.

### Set-Up

Lead: Glenn Vickery

Times: Saturday 3:00 – 6:00 p.m. and/or Sunday 6:00 – 7:00 a.m.

Duties:

- Physical set-up of race site and course;
- Position barricades and pylons, set up finishers' arch, position signs along bike course, position finishers' podium, etc.

### Athlete Check-in and Body Marking

Lead: Evelyn Funston

Time: Saturday 3:00 - 6:00 p.m. for Athlete Pre- Check-in  
and/or Sunday 6:00 – 8:30 a.m . Athlete Race Day Check-in & Body Marking

Duties:

- Set up tables and tents at registration location;
- Check-in athletes and distribute athlete packets (includes T-shirts, swim caps, bibs)
- Direct to “body marking” (Athlete's' race number marked on his/her LEFT upper arm and Age on his/her RIGHT calf. For relay members, an “R” is marked on each relay member's LEFT calf);
- Distribute timing chips;
- Some volunteers are also needed to prepare the packets prior to the event;
- After this shift is done, collapse the tents and tables, stack chairs, return registration items into their appropriate bins neatly, clean up the registration area;
- Note: Registration volunteers can help with Finish Line or Food once their Registration duties are done.

## Transition Zone

Lead: Jessica Adams & Aaron Strickland

Time: 6:30 - 11:00 a.m.

Duties:

- Direct athletes to their bike racks;
- Ensure that there isn't any crowding between bikes. Mount bikes on both sides of the rack, and there should be approximately 2 feet between bike seats mounted in the same direction;
- Remind athletes about the mandatory pre-race meeting at 7:45am;
- Direct athletes to store their backpacks and extra gear along the inside perimeter of the transition zone fencing;
- Direct athletes to the swim start;
- Monitor transition for security;
- Help athletes find their way out of transition for the bike and run courses;
- Help athletes back into transition after the bike.

## Swim Course - Kayaker

Lead: Erica McLellan

Time: 7:00 - 9:30 a.m. (meet at Alberto's Hair Salon dock which is the Swim Exit)

Duties:

- Kayak within a designated zone on the swim course to keep athletes relatively on course and away from in-water obstacles;
- Provide a safe location for an athlete can hang on to should he/she be fatigued or anxious;
- Look for athletes in distress and kayak directly to those athletes for further evaluation. Should they require medical attention, use your whistle to get a motor boat to your location to assist with retrieval and transportation of the athlete to the Old Town Docks for safe extraction. Should this happen, please call the on site medical provider to come to the Old Town Docks for medical assistance;
- After this shift is done, assist with the collection and dismantling of the large swim buoys.

## Swim Course Lifeguards and Motor Boat Support

Lead: Erica McLellan

Time: 7:00 -9:30 a.m. (meet at Alberto's Hair Salon dock which is the Swim Exit)

Duties:

- Monitor, along with a motor boat, a designated zone on the swim course to keep athletes safely within the course. Monitor course for any athletes in distress.
- Along with the kayakers, look for athletes in distress and kayak directly to those athletes for further evaluation. Should they require medical attention, please retrieve athlete and transport the athlete to the Old Town Docks for safe extraction. Should this happen, please call the on site medical provider to come to the Old Town Docks for medical assistance.
- After this shift is done, assist with the collection and dismantling of the large swim buoys. Also assist with the collection of the cinder block anchors that the large buoys are attached to. Place items back in storage bins.

## Swim Course Entry and Exit

Lead: Erica McLellan

Time: 7:00 - 9:30 a.m.

Duties:

- Direct athletes to the swim start area when their race begins;
- Assist athletes exiting the water should they require it;  
Alert athletes to watch the steps as they transition from the top of the stairs to the grass;
- Direct athletes up the path to the Transition Zone
- After this shift is done, deflate and fold up the swim arch. Place items back in storage bins.

## Run Course - Course Marshalls and Aid Stations

Lead: Leslie Tempest

Time: 7:30 -11:00 a.m.

Duties:

### Run Course Marshalls

- Point runners in the correct direction, at critical decision points where they could potentially turn the wrong way (or cut corners) e.g. Camp Kitchen Road and trail, Lions' Lookout track, Forbes Hill Road, Conroy track);
- At Turnaround points, direct athletes to the correct course based on their race event type;
- Cheer on the athletes as they run around the course, and bring noise makers to supplement your vocal abilities!

### Run Course Aid Station:

- Set up the tables, and then partly fill ( $\frac{1}{3}$  full) each cup with either water (Table #1) or sport drink (Table #2). There will be a spare jug of water that can be used if one of the jugs runs out;
- If you need more water, please contact Glen Vickery to arrange for more water to be brought to the aid station location;
  - When holding the cup for athletes, hold one cup in each hand. Hold the cup with your fingers on the top rim and extend your arm so that the athlete can easily grab it from you as they run by.
- If time permits during race, collect cups that are thrown on the ground (there also will be garbage bins for them to throw them into);
- After this shift is done, collect remaining empty cups and put them in storage bins. Empty water onto grass. Empty sport drink onto gravel area. Put used cups in garbage bags and tie them up. You could bring the gear (tables, jugs, garbage, rakes, garbage bins, pylons, signage) back to the transition area, or you could leave it all at the side of the road for pickup after the race.

### Run Course Lead Cyclist

- Ride ahead of lead runner.

## **Bike Course - Course Marshalls and Aid Stations**

Lead: Catherine Zacal

Time: 7:30 --11:00 a.m.

Duties: **Bike Course Marshalls**

- Drive out to your designated location;
- Placement of Kilometer and Race in Progress signage along bike route;
- Ensure riders follow correct course at specific corners and turnaround;
- Assist drivers trying to enter and leave the bike course in doing so, so that they do so safely. Do this with hand signals and verbal communication. Some of these areas will also have a police officer to control traffic;
- Bike Crash:** Phone race Medical Director in case of bike crash. If a bike crash should occur, ensure the safety of the athlete and on-coming athletes, then if required call 9-1-1
- Athletes with mechanical failure or fatigue:** Call the Race Director (Glenn Vickery) to arrange pickup or mechanical assistance by the support vehicle;
- After this shift is done, collect kilometer markers and race in progress markers and bring them back to transition zone.

### **Bike Course Aid Station**

- See Run Course Aid Station for Aid Station Tasks

### **Bike Course - On Course Motor Cycle**

- Drive course and provide help where needed.

## **Finish Line**

Lead: George Crawford

Time: 9:00 – 11:00 a.m.

Duties:

- Cheer on the athletes as they come over the finish line;
- Direct athletes out of the finish line area;
- Assist with the removal of timing chips and returning the chips back to the chip board.

## **Post-Race Food**

Lead: Alison Dumont

Time: 9:00 a.m. – 12:00 p.m.

Duties:

- Set-up food area and transport food from Active Living Centre fridges to the food area;
- Distribute food to finishing racers and volunteers only. No food should be provided or sold to spectators;
- Monitor area based on directions from Lead;
- Place a small amount of each food item on each athlete's plate.
- After this shift is done, dismantling and cleaning of tables. Take tents down. Collect garbage and tie up garbage bags. Place garbage in the garbage bins by the Active Living Centre. Storage of food should go back to the Active Living Centre for further disposal. Ensure that the Active Living Centre kitchen is clear.

## Photography and Videography

Lead: Don McCormick

Time: 7:00 – 11:00 a.m.

Duties:

- Photograph athletes and volunteers as they participate in this great event;
- Photograph each athlete as they cross the finish line;
- If your camera has the ability to take video, it would be great if you could take some video as well;
- Photos can be put on a USB stick and given to the race organizers to upload on the website

## Tear-Down

Time: 11:30 a.m. -3:00 p.m.

Duties:

- Dismantling of race infrastructure, race course sign pick-up, etc.
- Everyone's help would be greatly appreciated if you have the time. Many hands mean light work for all!