

2019 TriMuskokan Volunteer Position Descriptions

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

Set-up Crew

Times: Saturday 3:00 p.m. – 6:00 p.m.

Sunday 12:30 p.m. – 3:30 p.m.

Lead: Glenn Vickery, Lindsay Bishop, and Rich Trenholm

Duties:

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

Athlete Pre-Check-in

Times: Saturday 3:00 p.m. – 6:00 p.m.

Duties: Melanie Buitenhuis

- Set up tables and put out swag at registration location;
- Check-in athletes and distribute athletes' personalized bibs and appropriate coloured swim caps. Direct athletes to the swag pick-up area.

Race Day Check-in, Post-Race Food, and Finish Line Crew

Time: Sunday 6:00 a.m. – 12:00 p.m .

Lead: Melanie Buitenhuis (Check In) and Rich Trenholm (Finish Line)

Duties:

Athlete Check In

- Check-in athletes and distribute athletes' personalized bibs and appropriate coloured swim caps. Direct athletes to the swag pick-up area.
- Several volunteers will be assigned to the "body marking" area. Note: 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);

- Several volunteers will be assigned to the timing chip distribution area;
- After this shift is done, help collapse the tents and tables, stack chairs, return registration items into their appropriate bins and clean up the registration area;
- Once clean-up is completed, move to the Food Set-up area or the Finish Line area (depending on which area you signed up for)

Food Area:

- Help Lead 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 (there are vegetarian and gluten free choices);
- After this shift is done, help with the 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.

Finish Line Area:

- 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;
- Help make sure that all timing chips are accounted for;
- Assist with the distribution of the t-shirts (athletes will have their T-Shirt size pre-printed on their bibs).

Transition Zone

Time: Sunday 6:00 a.m. – 12:00 p.m.

Lead: Deb Harrold

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 they complete the bike course.

Swim Course – Swim Entry and Swim Exit

Time: Sunday 7:00 - 10:00 a.m.

Lead: Jane Wolfe

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;
- Gather up the shoes and other items left by athletes (these will be returned to the Transition area);
- After this shift is done, deflate and fold up the swim arch. Place items back in storage bins.

Swim Course - Kayaks

Time: Sunday 7:00 - 10:00 a.m.

Lead: Jane Wolfe

Duties:

- Kayakers will be assigned a designated zone on the swim course and within this zone kayakers help to keep athletes relatively on course and away from in-water obstacles;
- Allow an athlete to hang onto the kayak should the athlete become 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;
- After this shift is done, assist with the collection and dismantling of the large swim buoys.

Swim Course Motor Boat Support

Time: Sunday 7:00 - 10:00 a.m.

Lead: Jane Wolfe

Duties:

- Monitor, along with kayakers, 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 motor directly to those athletes for further evaluation. Should the athlete 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 – Life Guard

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

Lead: Jane Wolfe

Duties:

- Monitor, along with kayakers, 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 motor directly to those athletes for further evaluation. Should the athlete 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.

Bike Course – On Course Motor Cycle

Time: Sunday 7:15 – 11:00 a.m.

Lead: David Bialkowski

Duties:

- Pre-race meeting on the high school steps takes place at 7:30am along with the OPP. Please arrive in advance of this time to ensure that all members of the bike course team are present for the briefing.
- Patrol along the bike course to ensure the safety of the athletes and that safe cycling and non-drafting is being followed:
 - Two bike lengths between cyclists must be maintained
 - A cyclist has 30 seconds to pass
 - Once a cyclist is overtaken, the one that was overtaken has to drop back to 2 bike lengths behind the cyclist in front of them

Bike Course – Course Marshall

Time: Sunday 7:00 – 11:00 a.m.

Lead: David Bialkowski

Duties:

- 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 the turnaround;
- Assist drivers trying to enter and leave the bike course 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 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.

Run Course – Lead Cyclist

Time: Sunday 7:30 – 12:00 p.m.

Lead: Leslie Tempest

Duties:

- To ride a bike ahead of the lead runner for the duathlon start wave, and then for the first athlete back from the bike course to ensure that they stay on course.
- Volunteer must provide their own bike and helmet and be able to bike 7.5km including a steep hill

Run Course - Course Marshall and Aid Station

Time: Sunday 7:30 – 12:00 p.m.

Lead: Leslie Tempest

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 the Run Course Lead 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 the athletes to throw the cups 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.

Music and Sound Volunteer

Time: Sunday 6:00 a.m. – 1:00 p.m.

Lead: Lindsay Bishop

Duties:

- Work with the on site music director and DJ to help with sound production of the event

Photography and Videography

Time: Sunday 6:30 – 12:00 p.m.

Lead: Lindsay Bishop

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;
- At the end of the race or your shift, reconvene at the finish area to meet up with this areas Lead as indicated above to download the photos onto a computer