

## **RACE CAPTAIN**

**(Make sure someone stays in Transition during swim to mind bikes etc)**

### **Before Race**

- Arrive before 6.00am & collect Race Captain folder from registration box
- Make sure all volunteers sign the attendance sheet
- Get all other athletes to help put out bike racks
- At 6:00 collect up all rostered-on volunteers and hold Duty Roster briefing going over their expected roles.
- Hand out job descriptions to all on duty roster.
- Do senior race briefing at 6.45am (see race briefing sheet in folder). During the briefing, remind competitors of safety on corners, the need to give way to ferry traffic, when crossing against traffic entering Riverpark Road, and when exiting Commodore Cres.
- Advise athletes they'll incur a time penalty given at the end of the race, or potentially Disqualified if they are reported for any unsafe or unfair riding
- Give safety briefing for the swim course, and get time keeper to start race by 7.00am.
- Mention sponsor for the race and welcome them if they are in attendance
- **Pick up the red First-Aid kit and walk with the athletes to the swim start.**
- Race order can be anticipated to be Grades C + D first, then B + A after the first 2 grades have turned last buoy on their 1st lap. Short Course competitors after A + B. Consult with Timekeeper on best timing for wave starts to avoid congestion.
- If handicapped race – start participants according to the times on their hands.

### **During Race**

- Observe all athletes on swim course and be prepared to act as 3<sup>rd</sup> water safety officer if required (a 3<sup>rd</sup> rescue board will be parked at the water entry point for your use).
- Upon completion of the last swimmer, bring the red First-Aid kit back when you return to transition area and then supervise the race in general, providing assistance where required to athletes and other marshals.

### **After Race** (5 min after last competitor crosses the line)

- Make any presentations, raffle draws etc.
- Remind members of next race
- Ask if any one has any announcements, thank sponsors and end presentation
- Ensure rego boxes correctly packed & conduct final sweep of transition area

**JUNIOR HELP followed by GENERAL RACE MARSHAL - 1 required**  
**(Need to bring a bike with you to ride around the course)**

**Before the Race**

- Report to the Race Captain at 6:00am, sign the volunteer sheet and attend the Duty Roster Briefing
- Pre-race setup includes putting out the "spectators keep clear" signs at the corner of River Park Rd and McInherney Close, and the "No Parking" signs at sailing club carpark and on western footpath / verge along McInherney.
- Set up the drink station on eastern side of road opposite club shed using small card table and large water container. Cups are in a box in the shed
- Set up witches' hats for run turn-around point approx. 10m past drink station
- Set up Junior's transition area with bike racks (separate to seniors, close to rego shelter)
- Help Juniors set up their bikes and check bikes are safe, and helmets are fitted correctly
- If there are more than 1 or 2 competitors, arrange for at least one parent with a bike to assist during the race
- At 6:40 conduct the Juniors' race briefing and move the Juniors to the swim race start
- Give safety briefing for the swim course and start the race at 6.50am.

**During the Race**

- Observe all swimmers during the race with the assistance of the 2x water safety officers
- Follow the last swimmer back to transition
- Ride with the group on both the bike and run legs
- Arrange for the parent helper(s) to ride the bike course with the slowest rider and at the front if there is a large number of competitors.
- Once all participants are finished, take them over to man the senior drinks station.
- If no juniors are available, man the drinks station, otherwise continue as General Race Marshal for Senior Race, generally at top of McInherney Close (see job description following)

**GENERAL RACE MARSHAL**

**During the Race**

- During the race, assist the Race Captain & other marshals as required.
- Direct competitors as required around the transition area

**After the Race**

- After the last competitor has finished, collect up all witches' hats, signs and water station (and used cups) and return them to the shed
- Provide any note-worthy stories to the Race Captain to deliver during the race presentation
- Help pack up the transition area.

**REGISTRATION followed by FERRY & COMMODORE CRES SPOTTERS - 2 required**

**Before Race**

- Report to the Race Captain at 6:00am, sign the volunteer sheet and attend the Duty Roster Briefing
- Collect the 2 registration boxes from shed and set up Rego area
- Man one of the 2 registration desks following the Race Registration Process notes included in the Rego boxes incl :
  - Set out Grade sign-on sheets with race bib numbers on the tables
  - From 6.15am help people register. Any new members or non members are to see Lyn Gentle and fill out a membership form and pay for the race.
- Liaise with the designated Timekeeper who will be entering names of competitors from the sign-on sheets into the iPad for recording their times during the race
- If race is a handicap start, liaise with the Timekeeper to ensure all athletes are given their correct handicap, and write their start time on their hand prior to race briefing.
- Close Rego off at 6:45 and continue onto designated spotter position (see description following)

**During Race**

- See Ferry Spotter &/or Commodore Cres Spotter job descriptions below

**After Race** (15 min after last competitor crosses the line)

- After completing your spotter position, report back to rego area
- Collect race bibs off all competitors and place them into the lucky draw bucket & assist the Race Captain with presentation
- After presentation, help separate race numbers back into order and correct Grade container
- Final pack up

## **FERRY SPOTTER – 1 REQUIRED**

### **Before Race**

- See Registration
- Upon closing of registration, collect your safety vest, and First-aid kit (green back-pack) and head out to the Settlement Point Ferry
- Make sure you have a pen and paper handy to record the bib numbers of athletes breaking any rules and also to record the numbers of cars behaving dangerously.

### **During Race**

- During the race your job will be to stand within clear sight of the Ferry give-way broken line / queue bay and ensure that cars, pedestrians and cyclists avoid each other. Use your voice to slow or stop bikes when the ferry is in and cars are alighting from the ramp.
- First-aid training is desirable for this position as it is the furthest point from transition where our “base” First-aid kit is kept. Attend to any competitor as needed.
- Record any incidents of competitors or the general public that require the Race Captain’s attention, including any first-aid incidents.

### **After Race**

- When the race is over and the last athlete has cleared the bike course, return with the First-aid kit, report to the race captain as soon as possible and either report ‘no infringements’ or report the race-bib numbers of athletes seen breaking race rules.
- Report to Club committee members regarding any incidents with members of the public

### **COMMODORE CRESCENT SPOTTER - 1 required**

#### **Before Race**

- See Registration
- Upon closing of registration, collect your safety vest and head out to Commodore Cres
- Make sure you have a pen and paper handy to record the bib numbers of athletes breaking any rules and also to record the numbers of cars behaving dangerously.

#### **During Race**

- During the race your job will be to stand at the exit from Commodore Crescent and ensure that cars, pedestrians and cyclists avoid each other. Use your voice to slow or stop bikes when exiting Commodore Cres should it be unsafe to do so.
- Record any incidents of competitors or general public that require the Race Captain's attention

#### **After Race**

- When the race is over and the last athlete has cleared the bike course, report to the race captain as soon as possible and either report 'no infringements' or report the race-bib numbers of athletes seen breaking race rules.
- Report to Club committee members regarding any incidents with members of the public

**RMS TRAFFIC CONTROL - PARK STREET / RIVERPARK ROAD - 1 required**  
**(Note that formal RMS training is required for this role)**

**Before Race**

- Report to the Race Captain at 6:00am, sign the volunteer sheet and attend the Duty Roster Briefing
- Collect your safety vest, appropriate signage, and the intersection layout plan
- Take the signs and set them out according to the layout plan at the corner of River Park Road and Park Street.
- Make sure you have a pen and paper handy to record the bib numbers of athletes breaking the rules and also to record the numbers of cars behaving dangerously.

**During Race**

- During the race your job will be to stand on Park Street and use your paddle to slow or stop cars when cyclists are exiting or entering River Park road.
- Record any incidents of competitors or general public that require the Race Captain's attention

**After Race**

- When the race is over and the last athlete has cleared the bike course collect up the signs and return them to the club storage shed.
- Report to the race captain as soon as possible after the last athlete has cleared the bike course and either report 'no infringements' or report the race-bib numbers of athletes seen breaking race rules.
- Report to Club committee members regarding any incidents with members of the public

## **WATER SAFETY - 2 required**

### **Before Race**

- Report to the Race Captain at 6:00am, sign the volunteer sheet and attend the Duty Roster Briefing
- Use vehicle with tow-ball to take the club trailer down to the swim area
- Remove any sharp rocks or oysters from the swim exit area and roll out the red plastic mats "side by side" into the water. Place the black rubber mat up the bank over the top of both the red mats to keep them in place. Weigh the black mat down with the astro-turf mats
- Take the water-craft (x3 boards) down to the water's edge
- Set up a 300m triangle with the swim buoys. Use race maps for guidance, but ask for help from Race Captain if unsure. Feel free to use a GPS if necessary/available.

### **During Race**

- For the junior race, one person will paddle a board out approx. 25m and act as the turn-around buoy. If junior participants are more capable, they may be directed by the junior race marshall to swim to the first turn-around buoy and return.
- Supervise all swimmers and provide assistance where required. Be especially vigilant of athletes that are slow swimmers or new-comers to triathlon.
- Pay attention to spread yourselves out over the course, generally hovering around the 2 furthest turn-buoys so as much of the course is covered as possible, and 1 person is never far away from all competitors at any one time
- Note that the Race Captain will serve as a 3rd emergency safety point from shore if needed. The 3rd rescue board is to be left at the water's edge beside the entry mats for that specific purpose.

### **After Race**

- After the last swimmer has completed the course, bring in the buoys and water-craft and return them to the trailer
- Roll up the mats and put them in the trailer (use the side-mounted storage tubes)
- Return all the equipment to the trailer and return it to the club shed
- Return to the transition area and continue to help as required around transition.
- Be prepared to assist with on-course bike or run safety if needed

## **TIMEKEEPER – 1 REQUIRED**

### **Before Race**

- Report to the Race Captain at 6:00am, sign the volunteer sheet and attend the Duty Roster Briefing
- Attend the registration table and assist rego officers as required
- During and upon closing of registration, enter all competing athletes into the Webscorer app on the Club iPad
- If race is a handicap start, liaise with the Rego officers to ensure all athletes are given their correct handicap, and write their start time on their hand prior to race briefing.
- Assist Race Captain with race briefing should there be an imbalance in numbers competing in various grades, advise whether any social racers are present or any new competitors unfamiliar with the course, etc..

### **During Race**

- Record all competitors who fail to complete the course & otherwise need to be recorded as DNF
- Record all competitors as they cross the line in the Webscorer app
- Keep Race Captain up to date with how many competitors are still out on course
- Record any incidents of competitors or general public that require the Race Captain's attention

### **After Race**

- When the race is over and the last athlete has cleared the finish line, report to the Race Captain as soon as possible and supply results if required.
- When practicable later that day, correlate the results and send them to the Grading Officer and Publicity Officer.