

# Volunteer Roles and Responsibilities



Thank you for volunteering to help with this year's triathlon! It will be an exciting and busy event and your assistance is essential to help us run such a successful fundraiser for the New London Hospital. Thank you!

## General Volunteer Information

**Date:** Sunday, August 4<sup>th</sup>

**Volunteer Check-in:** **6:50 AM** Volunteer Tent - New London Historical Society, Little Sunapee Rd. Sarah Humphreys 603-321-0041 (**unless alternate location provided based on role**).

**Volunteer Departure:** **11:30-ish** (The majority of responsibilities will end around **11:30**, your role may end earlier or later depending on communication with volunteer coordinator)

### **Parking:**

**Historical Society Parking Lot:** Cars will NOT be allowed to leave until after the Triathlon and Kids Fun Run is complete. If you are volunteering as a Course Marshall please park in this lot.

**County Road Parking Lot:** IMPORTANT, if you park in this lot, you will not be able to leave until all bikers have completed the bike course (approximately 10:30 AM).

**Other parking options:** There is also limited parking on Old Dump Road for volunteers assigned to Bucklin Beach responsibilities and select traffic control positions.

### **Individual and Team Check-in Responsibilities 6:55-9:00 AM:**

- Locate the racer's name on the list we provide you and check that person (or team) in for the Triathlon. That person (or team) will already be assigned a Race Number on your list.
- Hand that racer the Race Bag labeled with his/her Race Number. All necessary race information will be inside of the bag (timing chip, swim ability color coded swim cap, paper race bibs to display on their bike and body, safety pins and "twisty ties" to attach numbers, and important race information).
- Give one complimentary pint glass for each racer as they check in.
- Direct racers to a **Marker** volunteer who will write their race number on their body in several locations.

### **Same Day Registration/Change of Registration Responsibilities 6:55-9:00 AM:**

- Ask individual or team fill out registration form.
- Collect check or credit card information (in form provided) for appropriate amount.
- Provide new registrant with appropriate materials, and assign an unused number.
- Flag the Same Day Reg/Change Form Runner who will give to appropriate parties to input information.
- Send new participant over to chip distribution and marker.
- If an individual or team asks to change any part of their registration (i.e. swap team members, new person joining team) ask them to fill in a change form completely.
- Flag the Same Day Reg/Change Form Runner to bring the form to the appropriate area. Provide any new materials to the person who is requesting a change ( i.e. appropriate color swim cap).

### **Body Marker Responsibilities 6:55-9:00 AM:**

- Write each racer's Race Number with black marker on his/her body with numbers measuring about 3-4" in height. This will be done towards the front of both upper arms (above the elbow) and the calf (lower back) of the left leg. Training will be provided.
- Keep an eye out for participants leaving check-in/registration and remind them to visit the marking area to be appropriately marked.

### **Kids Fun Run Registration Responsibilities (10:30ish-11:00ish):**

- A table will be designated for Kids Fun Run Registration.
- Collect registration/consent forms and money from adult who is supervising child.
- Provide child with t-shirt and ribbon.
- Race will start around 11:30 AM or when the Triathlon is finished.

### **Kids Fun Run Course Monitor (10:45-ish):**

- Meet Mark Vernon at 10:45 at Kids Fun Run tent to discuss plan.
- Move to your designated location at historical society.
- Direct and encourage participants of fun run so they don't get off course.

### **Transition Area Responsibilities 7:15-10:00 AM**

- You will be at Bucklin Beach to help triathletes with transition from swim to bike and from bike to run.
- Ensure that transition is safe. Manage spectators and pedestrians.
- Help with any questions or challenges that may arise.

### **Transition Area Bike Release 9/9:30 AM – 12:00 PM**

- Help enforce the bike rule -- bikes are not allowed to leave the transition area until the last cyclist finishes the bike portion of the race course. This is for the safety of all athletes participating in the race.
- When athletes come back to collect their bike, their race number (bib number) MUST match the race/bib number on the bike they are collecting.
- This role must stay in place until the last bike is collected from the transition area.

### **Course Marshall - Remote Course Responsibilities 8:30 AM -11:00 AM**

- To ensure safety and to guide the triathletes along the course. (Please let me know if you would like to bring your car to the location or would like a police drop off) If you don't bring your car be sure to bring a camp/beach chair to sit.
- Encourage and cheer on the participants as they pass by
- A rider will come through to let you know that your role is complete.

### **Finish Line Medal Distribution Responsibilities 8:45-11:00ish AM**

- Distribute Triathlon Medals to the triathletes when they cross the finish line and congratulate them on finishing the race. 2 or 3 Medals can be given to teams depending on team size.
- Cheer and congratulate runners as they cross the finish line!