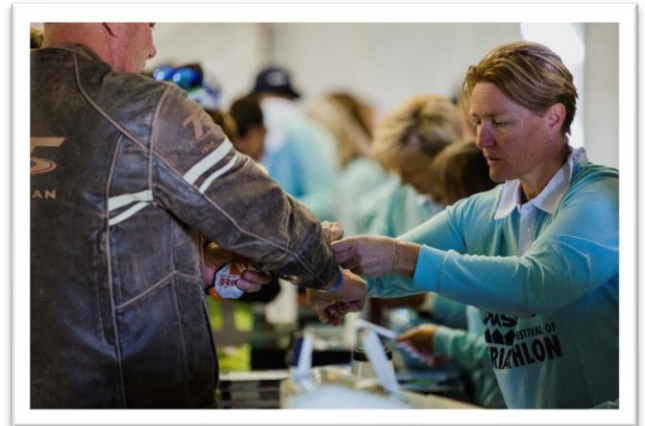
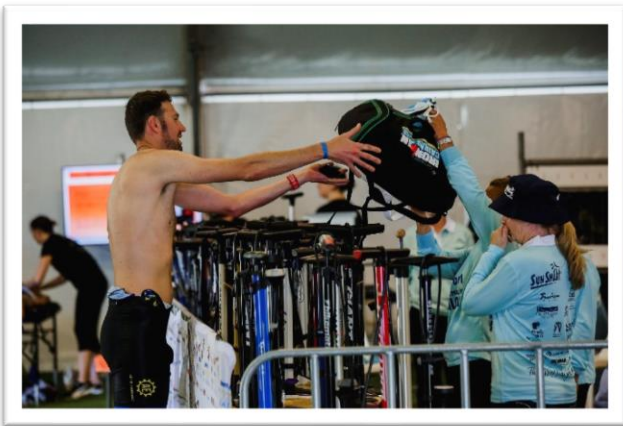


SUN SMART<sup>®</sup>  
**Busseton**  
FESTIVAL OF  
**TRIATHLON**



**VOLUNTEER HANDBOOK 2020**

**FRI 1 MAY – SUN 3 MAY**



## Volunteer Roles and Responsibilities

### Team Leaders

The team leaders are the key volunteers who are responsible for an entire area of the event and will have an overall understanding of the event and the area they are responsible for.

Team Leader positions are allocated as follows:

- Athlete Check-in
- Swim Course
- Transition Area
- Run Aid Station Volunteers
- Recovery Area Volunteers
- Cycle Course Aid Station Volunteers

Team Leaders will undertake a range of duties, including;

- Liaising with the Volunteer Manager to ensure that their area of responsibility is operating smoothly.
- Ensure all volunteers in their area are performing their duties.
- Rotate volunteers accordingly to ensure all areas are covered

### Volunteer Briefing

The Volunteer Briefing will be held on Thursday, 30<sup>th</sup> April at 6pm at The Esplanade Hotel, Busselton. You will also be able to pick up your volunteer uniform

The 2020 Volunteer Briefing will also be made available in PDF and emailed to all so that those that cannot attend the briefing have the information they need for their role.

## Volunteer Positions

### Registration Volunteer – IRONMAN 70.3 BUSSELTON

Location: Barnard Park Pavilion

Times: Friday 1st May from 9.30am – 2:30pm AND 2.00pm-7.30pm

Equipment Supplied: T-shirt, Hat, Snack

Roles:

- Registration of 70.3 Race Participants
- Provide participants with race pack
- Provide athletes with competitor T-shirts
- Direct athletes to Transition and Timing area
- Answer questions from participants

### Transition Area Marshals – IRONMAN 70.3 BUSSELTON

Location: Transition Area

Times: Friday 1st May 9:30am-2:30pm AND 2:00pm-7:30pm

Saturday 2nd May 5.00am -11.00am AND 11:00am – 5:00pm

Equipment Supplied: T-shirt, Hat, (Breakfast only on Saturday shift) and/or Lunch

Roles:

- Direct participants to the entry points of the transition area – including the correct directions when in transition
- Direct competitors to transition exits
- Keep spectators out of the transition area at all times
- Answers to questions asked by the participants out of the transition area post-race
- Restrict competitors returning to their bike until the transition has been officially opened
- Bike check out by participants – this includes checking bike number and competitor details on the secure check out

### Swim Marshals – IRONMAN 70.3 BUSSELTON

Location: Swim Start

Times: Saturday 2nd May from 6.00am – 11.00am

Equipment Supplied: T-shirt, Hat, Breakfast

Roles:

- Directing athletes to the swim start line
- Ensure that participants report at the swim start and they are in the right wave.
- Triathletes are checked into a holding pen prior to race where they have to cross the timing mats.

- 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 end of swim, we have volunteers who direct the participants in the appropriate direction. Volunteers are asked to also keep spectators out of the way during the race.
- Direct participants to the transition area after the swim.

## **Course Marshals/Crossing points – IRONMAN 70.3 BUSSELTON**

**Location:** Bike course, Busselton as per designated point

**Times:** Saturday 2nd May various times between 7am – 5pm

**Equipment Supplied:** T-shirt, Hat, Breakfast and or Lunch

**Roles:**

- Control Pedestrians crossing at designated points
- On course – direct cyclists to turn the correct way at designated intersections
- Advise and keep spectators/ pedestrians out of the bike course/run course
- Control Pedestrians crossing at designated points
- Direct runners on the correct run routes

## **Cycle Course Aid Station Volunteers – IRONMAN 70.3 BUSSELTON**

**Location:** Cycle Course Aid Station, Tuart Forrest, Busselton

**Times:** Saturday 2nd May 7.30am- 3.00pm

**Equipment Supplied:** T-shirt, Hat, Lunch

**Roles:**

- Hand out drink bottles/ bidons to participants in a safe and professional manner to minimise disruption to their race – this includes the use of hygienic gloves
- Collect up discarded bottles/ bidons and place into bins provided
- Ensure that competitors know if it's an electrolyte water bidon
- Pack unused drink bottles/ bidons into trailer and pack up the aid station at the end of the event station.

## **Run Aid Station Volunteers – IRONMAN 70.3 BUSSELTON**

**Location:** Run Course, Busselton Foreshore at designated aid stations (3)

**Times:** Saturday 2nd May 8.00am-1.00pm AND 1:00pm-5:00pm

**Equipment Supplied:** T-shirt, Hat, Lunch

#### Roles:

- 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 station

### **Finish/Recovery Chute Volunteers – IRONMAN 70.3 BUSSELTON**

Location: Finish Chute, Barnard Park Busselton

Times: Saturday 2nd May 9.30am – 1.30pm AND 1:30pm-5:30pm

Equipment Supplied: T-shirt, Hat, Lunch

#### Roles:

- Help to hand out finish medals to all participants that complete the race
- Assist in removing timing bands from athletes as they pass through the finish line.
- Place timing chips in the designated buckets
- Direct athletes to the recovery and medical services as required
- Help to hand out food to all participants, recovery food and drink
- Refill stocks of recovery food
- Congratulate the athletes on completing the event
- Direct athletes to athlete recovery, massage and medical services as required

### **Bag Compound Volunteers – IRONMAN 70.3 BUSSELTON**

Location: Event Village, Barnard Park Busselton

Times: Saturday 2nd May 5.00am – 11.00am AND 11:00am-5:00pm

Equipment Supplied: T-shirt, Hat, Breakfast early shift only and Lunch for late shift

#### Roles:

- Collect, tag and store competitors bags within the secure bag compound
- Retrieve competitors bags at the conclusion of their event

### **Registration Volunteer – SUNSMART KIDS TRI & FUNMAN TEAMS TRIATHLON**

Location: Rego –Barnard Park Pavilion Busselton

Times: Sunday 3rd May from 6:00am – 11:00am

Equipment Supplied: T-shirt, Hat, Breakfast

### Roles:

- Registration of Participants
- Provide participants with race pack
- Provide athletes with competitor T-shirts
- Direct athletes to Transition and Timing area
- Answer questions from participants

## **Course Marshals – SUNSMART KIDS TRI & FUNMAN TEAM TRIATHLON**

Location: Barnard Park Busselton

Times: Sunday 3rd May from 8:00am - 12.30pm

Equipment Supplied: T-shirt, Hat, Breakfast

### Roles:

- Direct runners on the correct run routes
- Keep pedestrians off the run course
- Alert medical officers should any runner need medical attention
- Control pedestrians crossing points and at other designated points
- Report and record any participant that did not follow the run course
- Help to hand out food to all participants, recovery food and drink
- Refill stocks of recovery food

## Volunteer Allocation

All volunteers will receive an email from the Volunteer Manager regarding their position allocation. We strive to allocate volunteers to their chosen areas, but this is not always possible. You may be asked by a team leader or volunteer manager to move areas during the day.

## Application Process

If you wish to register to volunteer at SunSmart Busselton Festival of Triathlon 2020 please complete the online application form at [www.busseltonfestivaloftriathlon.com.au](http://www.busseltonfestivaloftriathlon.com.au)

If you have a group that is wanting to volunteer together please contact Cathy Hoare, Volunteer co-ordinator on 0419045860 or [cathy@theeventteam.com.au](mailto:cathy@theeventteam.com.au)

For any other enquiries please do not hesitate to contact The Event Team 6245 2470

## Help Us To Be Environmentally Friendly

We request all volunteers bring a re-usable water bottle for their hydration needs during their volunteer shifts. Water fountains will be available for re-filling bottles. A small number of re-usable water bottles will be available if you forget to bring one.

## **Fast Facts about the Event which has been in Busselton since 2002**

- 27 Thousand athletes have participated
- 10 Thousand Volunteers have helped the athletes achieve their goals
- At each event 2800 km are swam, 135.000km are cycled and 31.650km are run which is equal to 4 times around the earth



**On behalf of Triathlon WA we wish to thank you for taking the time to volunteer at the event. Without the help of our 600 dedicated volunteers the event would not be possible.**