



**BUSSELTON
FESTIVAL OF
TRIATHLON**

VOLUNTEER HANDBOOK



FEEL THAT BUSSELTON BUZZ

29 APRIL -
1 MAY 2022



[BUSSELTONFESTIVALOFTRIATHLON.COM.AU](https://www.busseltonfestivaloftriathlon.com.au)



VOLUNTEER BRIEFING

The SunSmart Busselton Festival of Triathlon is entering into its 21st year and is an event that is much loved by the triathlon community. 2022 is an exciting year for the festival evolving to include the SunSmart Busselton 100, Aquabike, Busselton Foreshore Triathlon, Busselton Fun Run and Try Stars Kids Tri.

“The SunSmart Festival of Triathlon is one of the highlights on the City of Busselton’s Event Calendar and the City is happy to be able to host this iconic event again in 2022.

Busselton has hosted this event since 2002 and the local community has embraced being part of this event ever since. The event offers something for everyone - including kids and people of different fitness levels and many locals participate as well as make up the 600 strong volunteer team that assist making this event a success.

The event has grown and evolved which showcases why the City of Busselton is the Events Capital of WA.” City of Busselton Mayor, Grant Henley.

This year, there will be a slight change to previous years. Rather than an in person briefing on Thursday, we will send out an interactive briefing in the week prior to the event. You will be able to pick up your volunteer uniform at registration and we can send out/ drop off the volunteer packs for the groups. Registration will be open on Thursday 2pm till 5pm or Friday 9am till 7pm. You are also welcome to pick up packs for family members or friends

The 2022 Volunteer Briefing will also be made available in PDF and emailed to all volunteers so that they have all the information they need for the day. If you have any questions, please feel free to contact - we are happy to help you have the best experience possible!

VOLUNTEER ROLES & RESPONSIBILITIES

TEAM LEADERS

The Team Leaders are 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:

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

VOLUNTEER POSITIONS

REGISTRATION VOLUNTEER – BUSSELTON 100 & FESTIVAL EVENTS

Location: Barnard Park Pavilion

Times: THURSDAY 28th April from 1.30pm – 5.00pm

Equipment Supplied: T-shirt, hat, snack

Roles:

- Registration of race participants
- Provide participants with race pack
- Provide athletes with competitor t-shirts
- Direct athletes to transition and timing areas
- Answer questions from participants



TRANSITION AREA MARSHALS – BUSSELTON 100

Location: Transition Area

Times: FRIDAY 29th April 9:30am-2:30pm AND 2:00pm-7:00pm

SATURDAY 30th April 5.30am -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 exit(s)
- Always keep spectators out of the transition area
- Answer participants questions 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 – BUSSELTON 100

Location: Swim Start

Times: SATURDAY 30th April from 6.30am – 11.00am

Equipment Supplied: T-shirt, hat, breakfast

Roles:

- Direct 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 must 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 – BUSSELTON 100

Location: Swim in, Bike out, Run course and Finish line, as per designated points

Times: SATURDAY 30th April, 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 – BUSSELTON 100

Location: Cycle Course Aid Station, Tuart Forrest, Busselton

Times: SATURDAY 30th April 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.





RUN AID STATION VOLUNTEERS – BUSSELTON 100

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

Times: SATURDAY 30th April 8.30am-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.



FINISH/RECOVERY CHUTE VOLUNTEERS – BUSSELTON 100

Location: Finish Chute, Barnard Park Busseton

Times: SATURDAY 30th April 10.00am – 1.30pm AND 1:30pm-5:00pm

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 – BUSSELTON 100

Location: Event Village, Barnard Park Busseton

Times: SATURDAY 30th April 5.30am – 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 VOLUNTEERS – FESTIVAL EVENTS SUNDAY

Location: Rego –Barnard Park Pavilion Busseton

Times: SUNDAY 1st May, from 6:15am – 10:00am

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 areas
- Answer questions from participants



COURSE MARSHALS – FESTIVAL EVENTS SUNDAY

Location: Barnard Park Busseton

Times: SUNDAY 1st May, from 7.30 - 11.30pm

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 at 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 INFORMATION

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 locations or roles during the day.

APPLICATION PROCESS

If you wish to register to volunteer at SunSmart Busseton Festival of Triathlon 2022 please complete the online application form below

If you have a group that is wanting to volunteer together, please contact Cathy Hoare, Volunteer Coordinator on 0419045860 or techncial@wa.triathlon.org.au

For any other enquiries please do not hesitate to contact The Event Team (08) 6245 2470.



VOLUNTEER FOOD

We do provide snacks and rolls for our volunteers on shifts over lunch /breakfast. We feed over 500 volunteers so are not able to cater to specific dietary requirements. We can do vegetarian but be aware that sometimes that they can get lost in the pile. If you have specific requirements, please be aware you may have to self-cater but we will do our utmost best to accommodate your requirements.

HELP US 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.





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

