

Dear Volunteer,

Thank you very much for agreeing to help with the National Tristar and Youth Championships. We could not run this event without your support, energy and enthusiasm.

This document outlines the information you will need on race day. Two other documents are also 'required reading'

- 1) Race Roles and Responsibilities: This contains the TS and BTF codes of conduct for volunteers as well as an outline of volunteer roles.
- 2) TS Tristar and Youth Champs Emergency Action Plan: This outlines the procedure to be followed in the event of a medical or other emergency.

These two documents are attached and also available on the internet at <http://www.fusiontriathlonclub.co.uk/fusion-races/race-documents>

You will also be given a briefing by your section lead.

### **Practical Stuff**

The event is on Saturday 18th June, 2016 in Bellahouston Sports Centre and Bellahouston Park.

Arrival and finish time depends on your role- please see the attached sheet for jobs.

**0700- 1000 Course Setup-** please report to area between sports centre and bike track. Bring work gloves if you have them- the racks are usually grubby!

**0800- 1030 Registration-** Report to Bellahouston Sports Hall.

**0800-1600 Transition-** Report to Transition. The lead will brief you on arrival. Transition opens at 0900.

**0930-1600 Swim, Bike, Run and Finish Marshals-** please report to the **Volunteer desk (Fusion Gazebo)** next to the finish area. Barbara will tick you off and possibly reallocate you if required. (We had adverse feedback two years ago that the registration hall became congested with marshals so hopefully it will be dry outside. Referee report also said that marshal briefings should take place away from competitor areas).

Outside marshals get a 'Hi Viz' vest. There are now 40 vests so hopefully enough, but priority for bike and run course. Radio marshals will collect their radio here (see job allocations). Marshals will be given a couple of flyers each to hand out to spectators who show an interest in Fusion.

Once you are signed in, the pool marshals can go to the pool for a briefing from the swim lead at 1015. Bike, run and finish marshals will also have a briefing from their leads at 1015.

**0930 Unallocated helpers-** please report to the **Volunteer desk (Fusion Gazebo)** next to the finish area. Barbara will tick you off and possibly reallocate you if required.

Please come prepared for an indoor or outdoor job. We may have to reallocate you at short notice. Remember it will be hot and sunny, but come prepared for rain!

Some of the registration volunteers need to leave early, but if you can stay please come prepared to be a swim, bike or run marshal later in the day.

Flexibility and being prepared to 'muck in' are the keys to success. Volunteers occasionally call off at short notice because of illness, work commitments etc.

All of the areas have an experienced lead who can advise and guide you. Their mobile numbers are given on the job allocation sheet. You should put your lead's number in your own mobile. The team leads will brief all of the volunteers on their roles at the start of the day. If you are not sure what you are meant to be doing please ask your lead in the first instance.

Please remember to be enthusiastic, helpful, and approachable and make everyone happy. Pretend you are working at Disney World.

Marshals will get a packed lunch consisting of a sandwich, piece of fruit, Tunnock's wafer., crisps and bottle of water. There should be plenty available for vegetarians.

I attach the race information given to competitors. It is worthwhile reading it since it will answer many of the questions you will be asked. Most common questions are 'Where and when is the briefing?' and 'How many laps do I do?'

### **Safety: Preventing and Responding to Emergencies**

Everybody involved in delivering this event must be committed to ensuring that it is safe (and fair and fun!) for all competitors, volunteers, spectators, etc. If you witness any accident (or spot one waiting to happen), then please report this without delay.

There will be four trained First Aiders from British Red Cross available at the event, whose assistance can be requested by the section leads via radio. Two will be at the finish and two will be mobile on bicycles. Fusion Tri parent and GP Annie Miller will also be able to help and can be found in the Finish area while racing is in progress.

In an emergency call your lead by mobile and get them to radio Annie. Keep the injured athlete warm (some bike marshals will have space blankets). Reassure the athlete and administer basic first aid while awaiting the arrival of first aiders or race doctor. There are several other doctors acting as marshals throughout the course and spectating.

In a BIG emergency use your mobile to call 999 or 112. Difficult to give explicit guidance here but use common sense. Athlete safety has to be a priority.

Annie should be notified of all accidents and incidents so that an Incident Report can be completed. A full copy of the Emergency Action Plan is attached and available at <http://www.fusiontriathlonclub.co.uk/fusion-races/race-documents>.

**Athletes who withdraw:** Please insist they report to the finish for their goodie bag, return their chip and meet a parent or carer. We do not want to lose anyone on the course.

**Other Park Users** The park will be busy with dog walkers and people with small children. Most people are very helpful if you point out there is a race in progress and ask them politely to put their dog on a lead and supervise small children for their own safety. They often do not realise how fast the cyclists will go!  
We plan to put metal barriers over the paths leading onto the course. This is not to prevent people walking here but more as a big obvious visual warning that something is happening. The barriers will have warning signs on them.

### **Timing**

The race is electronically timed using a chip and mat system.  
We also have a manual backup timing system. The swim section leader, one marshal per swim lane, and the finish timer all have stopwatches. When the first swim heat commences, they all meet at the door that is the (fire) exit from the pool and start their stopwatches simultaneously. All stopwatches are kept running continuously until the end of the last heat and provide an agreed relative time for common reference. To emphasise: stopwatches are only ever *read, but never paused or stopped.*

### **Registration**

- 1) If they have given a TS number we need to see race licence. No licence then they need to pay a £2 surcharge. This was explained in the race briefing document.
- 2) Registration sheets are arranged alphabetically by family name. Get name and score it off on the sheet.
- 3) Give out race the race pack. It has name, number, heat and lane details on it. It contains race number, bike numbers, photography registration sheet for parents and a sheet giving instructions on what to do with all of this.
- 4) Body mark RIGHT arm and LEFT leg
- 5) Parents to register to take photos. The forms are in the race packs. When they hand in the form to the photography registration desk they get a sticker.
- 6) There is a form to opt out of photography by the Official TS photographer. The child will get a red wrist band to wear.
- 7) Separate desk for TS registration. They will staff it.

### **Pool**

Only volunteers and competitors are allowed pool-side; spectators can *only* watch through the windows. No photography is allowed around the pool area. No outdoors shoes should be worn pool-side, so volunteers should bring flip-flops or work barefoot.

Timing chips will be issued before the swim. The younger age groups will need help to fit them.

I think this may be problematic and time consuming but it is the timing company's preferred method and apparently is the norm in England. It is £35 if they lose the chip. Could each lane marshal please check that their swimmers' chips are securely fastened. We don't want people coming back saying they fell off in the pool!

Muster marshal assembles the next heat ready for a poolside briefing by swim lead. The Referee Report from 2013 stressed the need for a separate pool briefing.

They will start at 5 second interval. They must start in the correct order specified by the hat colour. If a swimmer is missing they must leave the gap the missing swimmer would have taken. This is essential to ensure the timing is correct.

Swim lane marshals count the number of lengths completed on the timing sheet provided. With two lengths remaining, the lane marshals tap each competitor's head with a kickboard or present this underwater on the pool wall for those tumble turning. The lane marshals record the swim finish time of each competitor on the given timing sheet for the heat.

- 1) All stopwatches start at same time and are kept running all morning. Do not stop watch.
- 2) Sheet gives details of competitors for each lane
- 3) All start in water- no dive starts
- 4) Pull on leg to pass
- 5) Tick off sheet each 50m then tap on head with 2 lengths to go. Record time of swim finish.
- 6) Lanes 1, 3 and 5 will swim clockwise; 2, 4 and 6 anticlockwise.

### **Transition**

Transition opens at the same time as Registration and closes shortly after it.

No plastic bags or boxes are allowed in transition after they have setup.

No photography of athletes in transition.

They are allowed one adult helper in transition during setup. Only competitors when race is active.

Each competitor has a numbered space in transition.

Transition marshals may help very young competitors if they struggle to put on clothing due to being wet after the swim. Use common sense- if they are winning they don't get help.

Earlier competitors, who have finished, may remove their kit from transition *at the discretion of transition marshals*, providing they do not interfere with on-going racing.

They need to present their race number and can only remove the bike with that number. We need to be vigilant about the bikes since apparently one was stolen from a car last year.

## **Bike**

Main role of marshals is safety and directing athletes. You need to be vigilant for pedestrians and dogs. Bike marshals will be given whistles in an attempt to warn the public of danger.

Some marshals will be there to supervise pedestrian crossings and ensure that spectators can cross the race without impeding athletes.

Care needs to be given by the Race Marshal team to attend to the issue of lapped athletes in the later races in so much as when a slow competitor first crosses the Mount Line they are in direct conflict with the faster lead athletes who are exiting the track section just past the line. This is about Marshal Awareness and the need to “hold” a mounting cyclist if the likelihood of a “coming-together” appears evident. There is a marshal assigned to this role.

## **Finish / Timing**

Record the race number and finish time.

Pack goodie bags and distribute to competitors.

We will place cups of water at the run turn point at the finish. This is at the start of the run and also the midpoint. A finish marshal will have to fill up the cups.

## **TS Code of Conduct**

This is contained within the Roles and Responsibilities document which is attached and available at <http://www.fusiontriathlonclub.co.uk/fusion-races/race-documents>.

Most of it is self-explanatory but the feedback from three years ago suggested that some of the marshals were very vocal in supporting Fusion athletes to the detriment of other clubs. Please try to be impartial in your support and encouragement.

Thank you for helping and I look forward to meeting you on race day. If you have any questions or concerns please get in touch with me or Barbara (07703342155).

Best wishes,

Stewart Milne

Email: [events@fusiontriathlonclub.co.uk](mailto:events@fusiontriathlonclub.co.uk)

Mobile: 07906 150466