

# Fusion Triathlon Club

## Race Volunteer Roles and Responsibilities



2015

## triathlonscotland Code of Conduct for Volunteers

Please ensure you read and understand the following before participating as a triathlon volunteer. The terms require you to recognise the need to present yourself (and the sport) in a positive manner at all times.

The essence of good ethical conduct and practice is summarised below. As a triathlonscotland volunteer, you must:

- promote, maintain and uphold the reputation of triathlonscotland at all times.
- avoid posting, tweeting, blogging or otherwise publishing any information or material that could bring you or triathlonscotland or risk bringing you or triathlonscotland into disrepute.
- co-operate with staff and operate to relevant guidelines and remits.
- be a positive role model for the sport or activity you are volunteering in.
- where appropriate, support the achievement of triathlonscotland strategic aims, taking necessary steps to understand relevant plans and policies.
- aim for high standards of efficiency, reliability and quality in all aspects of your contribution.
- respect the need for confidentiality whenever you have access to privileged information, including, but not limited to, Board papers and matters of a personal nature relating to staff.
- take reasonable care of your own health and safety whilst volunteering and that of others who may be affected by your actions or omissions.
- encourage two-way communication with other volunteers and paid staff, fostering a pleasant and friendly atmosphere.
- treat everyone equally regardless of age, disability, gender reassignment, marriage, or civil partnership, pregnancy or maternity, race, religion or belief or sex and encourage others to do likewise.
- accept that the ultimate responsibility for triathlonscotland affairs rests with the Board and paid staff.
- declare any actual or potential conflict of interest as soon as possible, and to work within the law.
- never condone or encourage rule violation or the use of substances or techniques prohibited by the World Anti Doping Agency.
- bring to the attention of a member of triathlonscotland staff if any prohibited substances are being used.

I have read and understood the triathlonscotland Volunteer Code of Conduct and hereby consent to abide by it.

## Code of Conduct

All British Triathlon volunteers must:

Respect the rights, dignity and worth of athletes, officials and other volunteers.

Treat others how you would like to be treated regardless of age, sex, ethnic origin, religion, political persuasion, sexual orientation or physical disability.

Consider the well-being and the safety of participants before, during and after the event.

Develop an appropriate working relationship with all staff based on mutual trust and respect.

Help promote the positive aspects of the sport.

Display consistently high standards of behaviour and appearance.

Use proper and correct language at all times.

Follow all guidelines laid down by British Triathlon, the race organiser and the triathlon club.

Applaud and encourage all participants.

## Registration

### Main Responsibilities:

Facilitate the registration process for athletes.

Welcome athletes to the event.

Assist athletes with the registration process.

Distribute information packs to the athletes.

Be familiar with the venue and facilities.

Be prepared to answer questions from athletes and spectators.

Remain at you designated post.

Report any incidents to the Team Leader ASAP.

Responsible to and supported by the Team Leader/ Race Organiser.

No experience required but the role requires enthusiasm, efficiency and the ability to motivate competitors. You are required to remain calm and polite at all times.

This position will give you an insight into how triathlon events are managed and the opportunity to be an integral part of the event.

You will be required from approximately two hours before the event up to the start of the event.

## Transition Marshal

### Main Responsibilities:

To ensure that competitors are safe and facilitate the running of the event.

Direct athletes to the correct racking area.

Direct athletes out of the correct exit.

Keep spectators out of the transition area.

Check that athletes leave transition with the correct bike.

Remain at your designated post.

Report any incidents to the team leader ASAP.

Responsible to and supported by the Team Leader/ Race Organiser.

No experience required but the role requires enthusiasm, efficiency and the ability to motivate competitors. You are required to remain calm and polite at all times.

This position will give you an insight into how triathlon events are managed and the opportunity to be an integral part of the event.

You will be required from approximately two hours before the event until the end of the event. This will be approximately eight hours.

## Swim Marshal

### Main Responsibilities:

To ensure that competitors are safe and facilitate the running of the event.

Ensure participants report at the swim start.

Ensure that participants swim in the correct wave or heat.

Watch for false starts.

Ensure participants swim in the correct direction and allow passing at the end of lanes.

Ensure no unsafe swimming or passing occurs.

Direct participants to the transition area.

Ensure no running on poolside.

Ensure spectators stay out of athlete only areas.

Remain at your designated post.

Report any incidents to the team leader ASAP.

Responsible to and supported by the Team Leader/ Race Organiser.

No experience required but the role requires enthusiasm, efficiency and the ability to motivate competitors. You are required to remain calm and polite at all times.

This position will give you an insight into how triathlon events are managed and the opportunity to be an integral part of the event.

You will be required from approximately one hour before the event until the end of the event. This will be approximately seven hours.

## Bike Course Marshal

Main Responsibilities:

To ensure that competitor are safe and to facilitate the running of the event.

Direct cyclists to turn the correct way at junctions.

Keep spectators off the bike course.

Warn athletes of the road conditions.

Direct participants to the transition area.

DO NOT attempt to stop moving traffic.

Wear a reflective vest at all times.

Remain at your designated post.

Report any incidents to the team leader ASAP.

Responsible to and supported by the Team Leader/ Race Organiser.

No experience required but the role requires enthusiasm, efficiency and the ability to motivate competitors. You are required to remain calm and polite at all times.

This position will give you an insight into how triathlon events are managed and the opportunity to be an integral part of the event.

You will be required from approximately one hour before the event until the end of the event. This will be approximately seven hours.

## Run Course Marshal

Main Responsibilities:

To ensure that competitor are safe and to facilitate the running of the event.

Direct runners on the correct course.

Keep spectators off the run course.

Direct participants to the transition area.

Wear a reflective vest at all times.

Remain at your designated post.

Report any incidents to the team leader ASAP.

Responsible to and supported by the Team Leader/ Race Organiser.

No experience required but the role requires enthusiasm, efficiency and the ability to motivate competitors. You are required to remain calm and polite at all times.

This position will give you an insight into how triathlon events are managed and the opportunity to be an integral part of the event.

You will be required from approximately one hour before the event until the end of the event. This will be approximately seven hours.



## Finish Marshal

Main Responsibilities:

To ensure that competitor are safe and to facilitate the running of the event.

Ensure all participants pass over the timing mats.

Assist with reclaiming the timing chips.

Keep spectators away from finishing chute areas.

Remain at your designated post.

Report any incidents to the team leader ASAP.

Responsible to and supported by the Team Leader/ Race Organiser.

No experience required but the role requires enthusiasm, efficiency and the ability to motivate competitors. You are required to remain calm and polite at all times.

This position will give you an insight into how triathlon events are managed and the opportunity to be an integral part of the event.

You will be required from approximately one hour before the event until the end of the event. This will be approximately seven hours.

## Timekeeper

Main responsibilities:

Assist with timing the event and recording competitor finish times.

Manual Timing (Balfron)

Number Callers: Call out participant's numbers as they pass through the finishing chute to assist recorders.

Timer: Call out participants finish times.

Recorders: Write down participant's numbers and times.

Chip Timing (Bellahouston)

All ensure all competitors pass through finish chute while keeping all spectators out.

Retrieve all timing chips and bands from athletes and place into boxes.

Remain at your designated post.

Report any incidents to the team leader ASAP.

Responsible to and supported by the Team Leader/ Race Organiser.

No experience required but the role requires enthusiasm, efficiency and the ability to motivate competitors. You are required to remain calm and polite at all times.

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