

## **PORT TRI CLUB JOB DESCRIPTIONS**

Each club race will be run with the following job descriptions

<b>Job Description</b>	<b>Number of People</b>
Race Captain	1
Junior Help and General Race Marshall	2
Registration and Bike Marshall	2
Water Safety	3
RTA Commodore Cres	1
RTA Settlement Point Road	1
Reserve or make person(s)	1
Total	<b>11</b>

### **Duty Rules**

This year there are no points for doing a duty. The incentive to do your duty this year relates to your ability to race and gain points in the next race that you attend.

You Must:-

1. Volunteer for at least one race in the season and help with a duty
2. Attend the race that you are rostered onto and help for the whole race
3. Report to the race captain for duty at 6am race morning
4. Find a replacement if you can not attend your rostered day
5. Do a make up duty before you are allowed to race again
6. Turn up on time and report to the race captain and sign onto the roster sheet at rego
7. Attend the Duty Roster Briefing 5 mins prior to the race briefing to get final instructions
8. Stay to the end of the race and help pack up
9. Smile and be helpful to your fellow club members
10. Bring a pair of swimmers and towel in case a water safety person fails to show. We may need you to get wet

You will not be eligible for championship points if you fail to do your duty or find a replacement. You will also not be eligible for Grade Champion at the end of the year if you miss your duty or fail to find a replacement.

**It is YOUR responsibility to know when you are on duty. Each race the duty roster will be up on the white board and you will be able to see who is on duty.**

Lets make an effort to help this year.

## **PORT TRI CLUB JOB DESCRIPTION**

### **RACE CAPTAIN**

#### **Before Race**

- Arrive at 6am and do a head count of duty people
- Collect Race captain folder from red registration box
- Wheel whiteboard out with job descriptions and course outline stuck to it
- Ensure duty people know what their roles are
- Get people to work setting up, can also ask other athletes to help put up bike racks etc
- At 6:40 collect up all Rostered on volunteers and hold Duty Roster briefing. This briefing is a final check to make sure everyone is aware of their roles and to ensure a great race.
- Do senior race briefing at 6.45am ( see race briefing sheet)- in briefing remind competitors of safety on corners and that they will have a time penalty given at the end of the race if they are reported for any unsafe riding. Move everyone down to the swim start and brief everyone on the swim course.
- Make competitors aware that if they are not members of Tri NSW then they are not covered by the club insurance while racing.
- 7am get time keeper to start race- grades C and D first then B and A after the first 2 grades have turned last buoy. Half distance competitors after A and B.
- If handicapped race – go according to time on hand.

#### **During Race**

- Supervise race in general and provide assistance where required to athletes and other marshal's

#### **After Race** (15 min after last competitor crosses the line) **Race Presentation**

- Get race results from time keeper
- Complete presentation sheet
- Welcomes race sponsor ( see calendar)
- Gets race sponsor to congratulate junior winners, half distance then A B C D grades.
- Remind members of next race ( see calendar on whiteboard)
- Meeting first Tuesday of month at Westport Bowling club 6pm
- ***Read out people on race duty for next race*** ( see duty roster )
- Ask if any one has any announcements
- Thank sponsors
- End of presentation
- RETURN FOLDER TO REGO BOX

## **PORT TRI CLUB JOB DESCRIPTION**

### **JUNIOR HELP followed by GENERAL RACE MARSHAL - 2 required**

#### **Before Race**

- Report to race captain at 6am
- Set up Junior's transition area with bike racks
- Help Juniors set up their bikes and check the bikes are safe and helmets are fitted correctly
- Check all have race numbers on
- Check all have signed rego sheet and have parents consent?????????
- At 6:40 Attend the Duty Roster Briefing with Race Captain
- At 6:45 conduct the race briefing and move the Juniors to the race start
- At 6:50 start the race

#### **During Race**

- One of the helpers will ride the bike course with the slowest rider
- Ensure path is clear for juniors to enter and exit the transition area (eg; get seniors out of the way)
- Once all participants are finished, take available juniors over to man the senior drinks station.

#### **After Race**

- Thanks sponsor
- Give presentation of results and certificates
- Continue as General Race Marshal

## **PORT TRI CLUB JOB DESCRIPTION**

### **GENERAL RACE MARSHAL**

#### **Before Race**

- Pre-race setup includes putting out the “spectators keep clear” signs at the corner of River Park Rd and McInherney Close, the “No Parking” signs
- Set up the drink station on eastern side of road opposite club shed using small card table and large white water bottles. Cups are in box in shed. DO NOT SET THIS UP DIRECTLY IN FRONT OF THE DRAIN.
- Set up witches hats for run turn around point 10m past drink station

#### **During Race**

- During the race direct competitors as required around the transition area and entrance to the car park

#### **After Race**

- After the last competitor has finished, collect up all witches hats and signs and return them to the shed
- Help pack up the transition area.

## **PORT TRI CLUB JOB DESCRIPTION**

### **REGISTRATION followed by BIKE MARSHAL - 2 required**

#### **Before Race**

- Report to race captain at 6am
- Collect red registration box from shed and set up Rego area
- Set out duty roster sign on sheet and let other duty people know to sign on
- Set out Grade sign on sheets with race bib numbers on the tables
- Help people register - any new members or non members are to see Alison and fill out a membership form and pay for the race.
- One person write the competitors number on the left arm or left leg
- At 6:40 Attend the Duty Roster Briefing with Race Captain
- Close Rego off at 6:45 and continue onto Bike Marshal

#### **During Race**

- See Bike Marshal below

#### **After Race** (15 min after last competitor crosses the line)

- At the end of the race after completing bike marshal report back to rego area
- Collect race bibs off all competitors and place them into the lucky draw bucket
- After presentation help separate race numbers back into order and correct grade container
- Finally pack up rego box and return it to the shed

## **PORT TRI CLUB JOB DESCRIPTION**

### **BIKE MARSHAL**

#### **Before Race**

- See Registration

#### **During Race**

- Two people will travel in the same car around the bike course, one with a note pad and pen to record race numbers
- While driving the course observe the competitors and record numbers of any one breaking the road or race rules (eg: drafting, crossing the white line, not giving way to ferry)

#### **After Race**

- Report any infringements to the race captain immediately after the last rider has finished
- At the end of the race after completing bike marshal report back to rego area

## **PORT TRI CLUB JOB DESCRIPTION**

### **WATER SAFETY - 3 required**

#### **Before Race**

- Report to the Race Captain at 6:00am
- Organise someone to take the club trailer down to the swim area
- Check the layout plan for the course
- Set up a 250m triangle with the swim buoys. Ask for help if unsure.
- Remove any sharp rocks or oysters from the swim exit area and roll out the red plastic mats side by side into the water. Place the black rubber mat up the bank and peg it down
- Take the water craft down to the waters edge
- At 6:40 return to the transition area to attend the Duty Roster Briefing with Race Captain

#### **During Race**

- For the junior race one person will paddle the board out 25m and act as the turn around buoy.
- Supervise all swimmers and provide assistance where required. Be especially vigilant of athletes that are slow swimmers or new comers to triathlon.
- Make sure that water safety people are spaced evenly around the course to give best assistance if required

#### **After Race**

- After the last swimmer has completed the course, bring in the buoys and put them in the trailer
- Roll up the mats and put them in the trailer
- Return all the equipment to the trailer and return it to the club shed
- Return to the transition area and continue to help as required
- Don't leave until the race is finished

## **PORT TRI CLUB JOB DESCRIPTION**

### **RTA TRAFFIC CONTROL COMMODORE CRESCENT - 1 required**

#### **Before Race**

- Report to the Race Captain at 6:00am
- Collect your safety vest, appropriate signage, and the layout plan
- Make sure you have a pen and paper handy to record the bib numbers of athletes breaking the rules and also to record the numbers of cars behaving dangerously.
- Take the signs and set them out according to the layout plan at the corner of River Park Road and Commodore Crescent
- At 6:40 return to the transition area to attend the Duty Roster Briefing with Race Captain

#### **During Race**

- During the race your job is to control traffic as per your RTA traffic controlling training
- Use your paddle to slow or stop cars when cyclists are exiting Commodore Cres
- Record any vehicle regos or competitors race numbers that are breaking the rules

#### **After Race**

- When the race is over and the last athlete has cleared the bike course collect up the signs and return them to the club storage shed
- Report to the race captain as soon as possible after the last athlete has cleared the bike course and either report 'no infringements' or report the race-bib numbers of athletes or rego numbers of vehicles seen breaking race rules

## **RTA TRAFFIC CONTROL SETTLEMENT POINT ROAD - 1 required**

### **Before Race**

- Report to the Race Captain at 6:00am
- Collect your safety vest, appropriate signage, and the layout plan
- Make sure you have a pen and paper handy to record the bib numbers of athletes breaking the rules and also to record the numbers of cars behaving dangerously.
- Take the signs and set them out according to the layout plan at the corner of River Park Road and Settlement Point Road
- At 6:40 return to the transition area to attend the Duty Roster Briefing with Race Captain

### **During Race**

- During the race your job will be to stand on Settlement Point road and use your paddle to slow or stop cars when cyclists are exiting or entering River Park road.
- Record any vehicle regos or competitors race numbers that are breaking the rules

### **After Race**

- When the race is over and the last athlete has cleared the bike course collect up the signs and return them to the club storage shed
- Report to the race captain as soon as possible after the last athlete has cleared the bike course and either report 'no infringements' or report the race-bib numbers of athletes or rego numbers of vehicles seen breaking race rules