

CITY OF SEVEN HILLS TRIATHLON

VOLUNTEER GUIDE SHEET

Volunteers – thanks for helping out with the triathlon. Your efforts will help make this a safe and fun event.

Here are some details to help you with your assignment:

1. Please be at Parks & Recreation Office (201 N Webster Street) at 5:30 a.m. Saturday morning. Please check in with Jen Verheyen when you arrive. Jen will be at the top of the pool hill where the Rec Center sign is located.
2. Please confirm your contact information in the e-mail attachment to ensure it is correct. Let us know if we need to make a correction. Thank you.
3. We will run the course rain or shine. Lightning will cancel the event. If you have questions about whether the race will proceed due to weather, we will make a decision by 5:30 a.m. You can call (262) 391-1438 (Jen) to find out.
4. You may want to bring a lawn chair, rain gear, water, bug spray and/or suntan lotion. Dress for the weather.
5. If you are on a bike or run route, go directly to your location after checking in. Please be at your location by 6:00 am, at the latest. *Call or text (262) 391-1438 (Jen) when you arrive at your location to let her know you are on station. If you text, include your name.*
6. Please read the instructions below for your location.
7. Do whatever you have to do to ensure the safety of the participants and yourself.
8. Please call Jen Verheyen (262) 391-1438 or (262) 707-1295 (Yvonne) if you have any questions.

BIKE COURSE RESPONSIBILITIES

1. Volunteers watch for traffic when cyclists approach intersections to turn or wave through. Use both hand signals (extending the arm) and verbal commands to get the cyclists' attention. Once the traffic has cleared the area allow the athletes to proceed. There may be law enforcement on hand to take care of the traffic direction. **REMEMBER – ROADS ARE OPEN TO TRAFFIC.**
2. Primary responsibilities are to ensure the safety of the cyclists, as well as watching for traffic or other potential hazards to the athletes. Be observant and proactive by watching for traffic and providing verbal instruction to the athletes when necessary. Athletes stop to allow traffic through.
3. When the SAG vehicle passes your location, you can leave your post. Please come down to the pool area to see the finish. It's fun to see what you have been working toward.
4. Take the map of the course with you as you may be asked questions by athletes. Be prepared by studying your location and the map:
 - There is no water station on the bike route
 - Know approximately what mile you are at and about how far it is to the next mile
 - Approximately how many miles to the finish
5. If you see a major accident, call 911. Make sure you know your location. Then call Jen Verheyen (262) 391-1438 or (262) 707-1295 (Yvonne).
6. Flat tires and equipment issues should be relayed to ZuZu Pedals. Either (414) 517-9164 or (262) 227-2580.

7. Minor incidents or any other concerns should be relayed to event staff as soon as possible calling the following numbers in order:

Charlie Imig, Jr. – (414) 659-0145

Yvonne Klotz – (262) 707-1295

Thank you for helping us with this fun event!

RUN COURSE RESPONSIBILITIES

1. Watch for traffic when runners approach intersections. When clear of traffic, wave athletes through by standing in the middle of the intersection. Use both hand signals (extending the arm) and verbal commands to get the runner or driver's attention. There may be law enforcement on hand to take care of the traffic direction. *REMEMBER – ROADS ARE OPEN TO TRAFFIC.*
2. Primary responsibilities are to ensure the safety of the runners, as well as watching for traffic or other potential hazards to the athletes. Be observant and proactive by watching for hazards and providing verbal instruction to the athletes when necessary.
3. When the SAG vehicle passes your location, you may leave your post. Please come down to the pool area to see the finish. It's fun to see what you have been working toward.
4. Take the map of the course with you as you may be asked questions by athletes. Be prepared by studying your location and the map:
5. Inform runners of the following:
 - If a water station is coming up
 - approximately what mile you are at & about how far it is to the next mile
 - approximately how many miles to the finish
6. If you see a major accident or health concern (i.e. heart attack), call 911. Make sure you know your location. Then call Jen Verheyen (262) 391-1438 or (262) 707-1295 (Yvonne).
7. Minor incidents or any other concerns should be relayed to event staff as soon as possible calling the following numbers in order:

Charlie Imig, Jr. – (414) 659-0145
Yvonne Klotz – (262) 707-1295.
8. Encourage the athletes 😊

Thank you for helping us with this fun event!