



Canada Day Challenge

Volunteer Roles

2013 Season

Table of Contents

1. Pre-Race Roles.....	2
1.1. Truck Driver	2
1.2. Load Truck	2
2. Race Day Roles	3
2.1. Sasamat Lake Site Setup	3
2.2. Athlete Check-in & Body Marking	4
2.3. Boutique Table.....	5
2.4. Race Timers	6
2.5. Food Prep	6
2.6. MC + Assistant	6
2.7. Medical.....	7
2.8. Life Guards.....	7
3. Post-race Roles.....	8
3.1. Unload Truck.....	8



1. Pre-Race Roles

1.1. Truck Driver

Time: 4:00 – 7:30pm & 5:15 am* **Location:** Reay's Storage / Sasamat Lake

Number of volunteers needed: 1-2

Requirements: Valid driver's license and over 25

Duties: Pick up rented van from Budget / UHaul, drive to the locker at 4pm to meet with support crew and assist in loading the necessary items from the locker into the truck. Once all of the gear is loaded secure the truck overnight at or near your residence.

Arrive at Sasamat Lake at 5:15 am with the truck for volunteers to unload VOWSA Equipment. Once the equipment is unloaded and the truck is cleaned out it should be returned to the rental facility.

*Truck driver for the day before does not need to be the same person to return the truck

1.2. Load Truck

Time: 4:00 – 5:00pm **Location:** Raey's Storage

Number of volunteers needed: 3

Requirements: Gloves recommended

Duties: Meet the truck driver at the rear of Reay's storage at 4:00pm. Load all of the necessary items (See required items section or refer to race director) from the VOWSA locker into the van.

2. Race Day Roles

2.1. Sasamat Lake Site Setup

Time: 5:15 – 7:00am

Location: Sasamat Lake, White Pine Beach

Number of volunteers needed: 4 - 5 volunteers work together to set up the tents and tables in the required location.

Requirements: None

Duties: Refer to the site plan for specific locations referenced in this section.

The race director will unlock electrical power access from the wall box located on the washroom wall. Large gauge cables must be pulled to the MC tent where the supply is split to medical tent (for heaters) and the food tent.

Clean up any glass / garbage / logs before setting up the tents and tables. Rake the area surrounding the tent to removed sharp shells and rocks. Tents are easiest to setup with 4 people at each corner. Pull out and extend legs such that only two holes are visible.

Once the site has been set up, locate and set up the finishers chute with two buoys for swimmers to sight on at the end of each of the chute lines extending into the water.

Finish Chute construction requires 3 people:

- 1) Step 1 – Locate and confirm finish chute location with Race director.
- 2) Step 2 – Unfurl the two upright components of the chute to gauge appropriate width.
- 3) Step 3 - Using the sledge hammer drive two of the long pieces of rebar into the sand at the width of the uprights. Drive the two smaller pieces of rebar into the sand angled out and away from the long rebar (~45 degrees) on the ocean side of the uprights.
- 4) Step 4 - Raise the uprights up and slide over the long pieces of rebar (requires 3 people!) tie off the uprights to the short pieces of rebar
- 5) Step 5 – lay the 1x2” boards up towards the beach at a ~30 degree angle such that they overlap. At each overlap point drive a piece of the long rebar into the sand and ducttape the board to the rebar and the uprights of the finish chute. Repeat this for as many banners are present
- 6) Step 6 – use zap straps to secure the banners to the boards

The MC tent PA system should be wired for power and sound checked prior to the MC arrival.

Ensure food tent equipment is at the food tent. Affix food sponsor banners around the perimeter of the tables and hanging from the top of the tent.

Assemble the bag check behind the boutique table with pink tape to mark off sides so swimmers / beach goers know not to access.

2.2. Athlete Check-in & Body Marking

Time: 6:30 – 9:30am

Location: Sasamat Lake, White Pine Beach

Number of volunteers needed: 3 – 4

Requirements: None

Duties: Register swimmers, hand out race caps, timing chips and body marking.

REGISTRAR

- 1) FIND ON LIST – CONFIRM NAME – Draw line through name on the list highlight no-wetsuit people with yellow/color marker also make star * beside their name
- 2) Find NUMBERED CAP - give to desk Registrar - “Please check you have right color and number” [Color code is on a notice board - Male and Female are same color]

BODY NUMBER PERSON

Ask “What’s your number please?” (Same as cap and strap)

- 1) Long-sleeve? – number only back of one hand - horizontal
- 2) Short-sleeve? – number only one arm – vertical down
- 3) No wetsuit? -- number both arms – vertical

TIMING STRAP BOARD PERSON

- 1) Find strap with right number – give to athlete.
- 2) Registrar – giving strap: “Please check you have the right number AND Put this on your ankle now please! ”

LOST TIMING STRAP?

Go to announcer and he will try to locate it

CHANGE OF RACE DISTANCE

- 1) Swimmer picks up original package with original number (no chip!)
- 2) Registrar holds package and asks swimmer to sign new waiver, which will have new distance AND new number assigned by Registrar.
- 3) Registrar takes out old color cap from bag and disposes of it
- 4) Registrar provides new color cap with new number
- 5) Registrar provides new chip strap.

SWIMMER WITHDRAWS FROM RACE before Start

- 1) As on website: Regret no refund – no transfer to other person – if any question, please refer to Race Director
- 2) Most important . Enter on Clipboard list “Sw. who withdrew”. Race Director and Med people must know who has not gone into water and have accurate count.
- 3) Swimmer must hand in swim cap, also chip strap if already has been issued. do not reissue to anyone else.

SWIMMER HAS NEW OR DIFFERENT MEDICAL INFORMATION

Please direct swimmer to the Medical Tent (usually at far end of beach)

2.3. Boutique Table

Time: 6:30 – 11:00am

Location: Sasamat Lake, White Pine Beach

Number of volunteers needed: 1 - 2

Requirements: None

Duties: Arrive at 6:30am and meet with the race director for briefing. Begin to setup boutique tent with provided gear, hangers should be present for shirts and to hang towel prices:

Item	Price (\$CAD)
2012 Microfiber Towel (No date on the towel)	\$25
2011 Microfiber Towel	\$20
Long Sleeve Tech Shirts	
Water Bottles	\$5
2011 T-Shirts	

As volunteers for timing, medical, and MC begin to arrive they will be directed to check in and receive their race package (information document & cincher bag) from you. Point out their station and who the race director is as well as answering any questions they might have.

Bag check begins following registration opening. Swimmers and volunteers can drop off items following this time. All items should be marked with masking tape identifying the swimmers number and last name. Similarly volunteer items should be isolated and have the volunteers full name.

As swimmers complete their swim they will want to retrieve their gear from gear check. Ask swimmers to display their number and retrieve their items, if the swimmer is in medical and a friend requests the swimmers item ask another volunteer to carry the item over to the tent with the friend and confirm number. If there is a rush of swimmers recruit a food prep volunteer!

2.4. Race Timers

Time: 8:00 – 11:00am

Location: Sasamat Lake, White Pine Beach

Number of volunteers needed: 2

Requirements: None

Duties: Meet at the boutique table to receive race information and cincher bag. Liaise with Race headquarters to track and record swimmers times from them as the swimmers cross the finish line. Swimmers will be marked on their caps as well as their hands and shoulders.

2.5. Food Prep

Time: 8:00 – 11:00am

Location: Sasamat Lake, White Pine Beach

Number of volunteers needed: 2 - 3

Requirements: None

Duties: Site setup crew will have stacked all food and equipment on and behind the 3 food tables. Tin foil trays provided are to be used to hold all breads / bagels on the table closest to the ocean. Beverages are to be located on one of the side tables (whichever has greater access) **Gloves are provided and should be worn at all times while handling food.** If you happen to nick yourself with a knife please procure a band aid from first aid before continuing to handle food.

Garbage bags should be arranged at the corners of the tent and replaced as required. Bread bagels etc. to be cut up into chunks and condiments to be placed such that swimmers can choose their spread. Plastic cutlery to be placed beside condiments.

2.6. MC + Assistant

Time: 8:00 – 11:00am

Location: Sasamat Lake, White Pine Beach

Number of volunteers needed: 2

Requirements: None

Duties: Prior to the event get a list of participants and where they from etc. from the events online liaison. Also get a list of sponsors including the prizes / goods they are providing from the sponsorship coordinator. Determine how prizes are to be distributed (bad joke contests, random draw, facts about VOWSA etc.) Create a play list of music to put on over the course of the event.

As the swimmers are emerging from the water announce information about them. Continue to acknowledge sponsors throughout the event.

2.7. Medical

Time: 8:00 – 11:00am

Location: Sasamat Lake, White Pine Beach

Number of volunteers needed: 2-3

Requirements: Nurse, paramedic or equivalent medical training

Duties: Check in at boutique tent to receive medical shirts and list of swimmers as well as preliminary isolated list of swimmers with medical conditions. During registration have one medical staff at the registration table to register any day of medical conditions. Ensure that the medical tent has a supply of warm water, chicken stock, cups and Vroom (or equivalent electrolyte drink) as well as two hand held radios to communicate with guards in the event of an on water pullout.

Once the swim has completed add all shirts and used towels to the washing bin provided at the boutique table and record and used supplies by highlighting them on the supplies sheet. Hand this sheet to the race director.

2.8. Life Guards

Time: 6:45 – 11:00am

Location: Sasamat Lake, White Pine Beach

Number of volunteers needed: 12-14

Requirements: Actively practicing life guard

Duties: Head guard to check in at the boutique table to collect required number of radio's and bags for volunteer lifeguards. Additionally maps of the course should be provided to you on water proof paper

Confirm with race director prior to the start of each event number of participants and swimmer numbers with medical conditions.



3. Post-race Roles

3.1. Unload Truck

Time: 12:00 – 1:00pm

Location: Reay's Storage

Number of volunteers needed: 3

Requirements: Gloves recommended

Duties: Drive with truck from race site or contact truck driver at 11am to confirm time to arrive at locker. Meet in the alley behind Reay's moving and storage by the loading dock. Jim or Chris will be there to open the door. Transfer all VOWSA equipment from the van to the storage locker ensuring that **NO food** gets stored. Stack bins neatly and give yourself a pat on the back.