



Volunteer General Information
21st Annual Mini-Triathlon Event
Rotary Club of Woodridge
Sunday, August 8, 2021
Main Event Race Time Start @ 7 a.m.

Benefits of Becoming a Volunteer

Become a one-day volunteer with the oldest and largest civic organization in the world – Rotary International! No experience is required. As a volunteer you will meet new friends, have fun and know you have contributed to your community by assisting the Rotary Club of Woodridge in raising funds to help support projects in Woodridge and worldwide for those in need.

This year due to Covid-19 impacts, the event is limited to the Main Event (12 years of age and older) and expect 300-500 athletes. Past events registered 700+ athletes coming from over 120 different communities and several surrounding states. Add in the 100+ volunteers and hundreds of spectators, makes for a great regional event.

The event officially starts with athlete check-in at 5:30 AM. The Main Race starts at 7AM and typically is complete by 9:30AM.

Volunteer positions were assigned on a first come, first serve basis or as determined by the Race Director to best serve the needs of the event. The Woodridge Rotary Club acknowledges and thanks all volunteers for their dedication, time and continued support. All volunteers must complete and sign the volunteer form and waiver attached hereto. Volunteers under 18 years of age must have parental/guardian consent.

General Information (UPDATED INFORMATION)

Each volunteer is critical to the smooth operation of the day's event and for creating a positive, fun experience for all who participate.

A volunteer information meeting will NOT be held this year. Supervisors will contact you to review general event information, detail volunteer responsibilities, and answer volunteer questions. Safety vests, Race Crew t-shirts and other equipment will be handed out at Volunteer Check-in the morning of the event (8/8/21). **All volunteers must check-in day of the event at the Woodridge Park District Athletic Recreation Center (ARC),** 8201 Janes Avenue, on the northeast corner of 83rd Street & Janes Avenue. If you are stationed out on the course (Bike & Run Routes Only), after you check in at the ARC and after you post at your location you must contact the Volunteer Coordinator by calling Suzy Chudzik (Phone #: (630) 251-6104) to confirm your posting.

Refer to Volunteer spreadsheet posted week of the event for volunteers assignments and parking locations day of the event. See Exhibit 'A' for parking locations.

Read the attached event flier description to learn as much as you can about the race and your volunteer areas through the information provided. Volunteers must wear their assigned safety vest.

Dress comfortably for the area you are assigned to work in and make sure to wear sunscreen. Bring plenty of water/liquids/snacks with you if you are assigned out on the course and bring a chair. **Bring cell phone to call for any needs to contact your supervisor and emergency medical services.** In case of a medical emergency, contact 9-1-1 for immediate assistance. EMS will be stationed at various areas throughout the course

Focus on being helpful to all our guests, smile and be courteous at all times. **CHEER ON THE ATHLETES!!!**
Most importantly attend to your assigned duties! Contact your Supervisor to assist when needed.

Do not leave your post until instructed by your Supervisor.

As a token of our appreciation, each volunteer will receive a Race Crew event T-shirt (pick up at check-in) and a Food & Beverage good for the day of the event. Food & Beverage includes a packaged snacks, water or sport drink.

Pre-Event Volunteers

Pre-Event Set Up/Post Event Take Down: Volunteers are required for Saturday in three different shifts, 8AM – Noon, Noon – 4PM and 4PM – 8PM at Cypress Cove Family Aquatic Park for event set-up.

A minimum of ten (10) volunteers are required for each shift. Duties involved are setting up course signage, banners, registration tables, tents, water/snack tables, filling water coolers, delivering equipment to on-site locations, setting up bike racks in transition area, spectator barricades, setting up garbage receptacles, traffic cones, etc.

Pre-Event Packet Pick-Up: Volunteers are required for both Friday evening from 4:00PM to 8PM and Saturday morning shift 8:45AM – Noon and afternoon shift from Noon – 3PM at the Woodridge Park District Athletic Recreation Center (ARC), 8201 Janes Avenue, Woodridge, IL 60517.

A minimum of four (4) volunteers are required for each shift. Responsibilities sorting t-shirts into sizes and checking-in athletes that pick up their t-shirt and race packets.

Post Event Volunteers

Post-Event Take Down: Volunteers are required Sunday 10:00AM – 11:30AM at Cypress Cove Family Aquatic Park.

A minimum of ten (10) volunteers are required. Duties involved are taking down course signage, registration tables, tents, water/snack tables, water coolers, bike racks, barricades, garbage receptacles, cleaning up litter/debris, traffic cones, etc.

Emergency Medical Procedures

Emergency Incident Command Unit

Staffed by Woodridge Police, local Fire Departments, Village of Woodridge Public Works, Woodridge Park District, and Rotary Event Personnel, a Emergency Incident Command Unit (CICU) will be established off-site to coordinate all emergency and logistical communications. Volunteer Supervisors will be provided with two-way-radios and cell phone numbers to report any needs of assistance to the CICU. Volunteers shall report to their immediate supervisors any situations needing assistance.

First Aid Services & Procedures

Cypress Cove Management and Life Guard staff trained in CPR and First Aid will be on site to assist in situations of any individual that experience health problems or injury. See volunteer notification protocols below:

Main Site Location:

Course Marshall Volunteers located on the main site will be provided with a whistle. If an athlete needs non-life threatening first aid, volunteer shall blow two (2) short whistles. If an athlete is in need of emergency medical services the volunteer shall blow three (3) short consecutive whistles. A paramedic unit is located on the premises and should be made aware of any first aid/medical situation by any volunteer, Supervisor and/or the Asst. Director. If the paramedic unit is not on-site any volunteer shall call 9-1-1 first,

and also call with a two-way-radio to Emergency Incident Command to report the need for EMS. Other volunteers shall assist by standing at their current location and point to where the athlete in need is located to direct EMS to the location.

Off Site Locations:

Volunteers located on the course routes shall call 9-1-1 for emergency medical needs. Volunteer shall give location (cross streets & benchmarks). Following 9-1-1 the volunteer shall call their supervisor to report the incident.

Event Day Volunteer Descriptions

Once notified of volunteer assignment, please refer to the Volunteer Assignment information below and corresponding spreadsheets sorted by name and jobs for detailed duties, check-in times, post times, etc. to be posted on the website www.woodridgeminutri.org under the Volunteer tab. Review site map for location of positions by legend symbol (e.g. Ac1, Ac2, etc.)

Athlete Check-In Attendants

Position Legend Symbol: (Ac1-Ac9)

Parking Location: Parking Lot F (ARC)

Supervisor: Deb Mascitti (Director of Registration & Information)

Check-in Time: 4:45AM. Check-in and pick up volunteer safety vest at Woodridge ARC.

Post Time: 5:15AM

Shift End: duties end after the Main Race starts at 8:00AM, however you may be reassigned to a different duty.

Duties: check-in all athletes on registration listing and hand out t-shirt & BIB # packet. A pair of volunteers will be assigned to three (3) different check-in areas according to the athletes names (A-I), (J-R) and (S-Z). One volunteer shall check in the athlete and the other shall gather and hand out the t-shirt/BIB #. Instruct athletes to place their BIB numbers on the front of their clothing and instruct athlete to find Body Marking Assistants to assist with putting on athletes BIB # Tattoos. Direct the athletes to the transition area.

Special Event Notes: No walk up registration day of the event is permitted! Official check-in of athletes for the Main Race begins at 5:30AM. Athletes registered for the team relay, will be assigned one BIB number to be worn by the runner. BIB # tattoos to be worn by the swimmer, and Bike/Helmet BIB # stickers worn by the biker. Direct athletes to bike transition area and find volunteers to assist with placing on Body Marking BIB # tattoos.

Locations:

Post #	Volunteer Assignments	ARC Check-InTime	Arrive Post Time	End Post Time
Ac1-9	Athlete Check-in Attendant	4:45 AM	5:15 AM	10:30 AM +/-

Athlete Greeters/General Information

Position Legend Symbol: (Ag1-Ag4)

Parking Location: Parking Lot F (ARC)

Supervisor: Deb Mascitti (Director of Registration & Information)

Check-in Time: 5:00AM. Check-in and pick up volunteer safety vest at Woodridge ARC.

Post Time: 5:15AM

Locations: by Cypress Cove turn around drive way to catch people coming from parking lot, in front of athlete check-in area and Parking Lot A.

Shift End: duties end after the Main Race starts approximately 8:00 AM.

Duties: instruct athletes that have their BIB # to go straight into the transition zone following opening at 5:30AM for Main Event. Direct athletes that didn't pre-pick up their T-shirt/BIB # packet to check-in at the Late Check-in tables located in the pre/post event area and answer any general event questions. Note only athletes w/ BIB #'s and parents/guardians w/ a designated wrist band may enter into the transition zone. Body Marking Assistants will be located at the Late Registration Tent and in Transition to assist athletes in placing the BIB # tattoos on their right bicep and right calf.

Special Event Notes: See Special Event Notes under Athlete Check-in Attendants. Must be knowledgeable of event and general rules. Race teams with tents to be located in grass area between pre/post event area and the run finish line. Refer to Athlete Race Information Q&A on the website for detailed race information.

Locations:

Post #	Volunteer Assignments	ARC Check-InTime	Arrive Post Time	End Post Time
Ag1-4	Athlete Greeters/General Information	4:45 AM	5:15 AM	7:00 AM

Award Medal & Raffle Prize Attendants

Position Legend Symbol: (Am1-Am4)

Parking Location: Parking Lot F (ARC)

Supervisor: TBD (Director of Awards)

Check-in Time: 6:30AM. Report to ARC to check-in with Volunteer Coordinator and pick-up safety vest. Report to right hand side of Main Stage to pick up finishing medals.

Post Time: 7:15AM

Location: Run Segment Finish Line.

Shift End: ends following the Main race @ approximately 9:30AM

Duties: hand out Finishing medals to each athlete between the Run finish line and the end of the finishing chute. Assist during award presentation in handing out award placement medals to Race Director on Stage.

Special Notes: do not leave your post until instructed by the Director of Awards.

Locations:

Post #	Volunteer Assignments	ARC Check-InTime	Arrive Post Time	End Post Time
Am1	Director of Awards (Medal) / Organization Set Up / Raffle Announcements at Stage Area	6:00 AM	6:30 AM	End of Main Awards
Am2-4	Awards (Medal) Hand-Out Attendant	6:30 AM	7:15 AM	End of Main Awards

BIB # Body Marking (Tattoo) Assistants

Position Legend Symbol: (Bm1-Bm7)

Parking Location: Parking Lot F (ARC)

Supervisor: Debbie Mascitti (Director of Registration & Information)

Check-in Time: 5:00AM. Check-in and pick up volunteer safety vest at Woodridge ARC.

Post Time: Main Event - 5:15AM

Shift End: duties end after the Main Race starts at 7:30AM, however you may assigned to different area.

Duties: Apply BIB # tattoos to athlete's right outer bicep and right calf. Tattoo application instructions: 1) Remove protective clear top sheet from tattoo. 2) Place tattoo with the paper backing side up, press tattoo onto skin with ink design facing skin. 3) Hold wet paper towel / wash cloth to the paper back of tattoo, hold and make sure to wet it all the way through the white backer paper, & wait 40 seconds (don't hurry). 4) Peel off paper backing slowly and carefully. Instruct athletes to place (pin) their BIB number on the front of their clothing or race belt and sticker BIB #'s on their bike cross bar & helmet.

If tattoo fails use large Sharpie Marker to right BIB # on body as instructed above.

Special Notes: Most Body Marking Assistants will repost to Transition Course Marshalls (refer to Volunteer Assignment Spreadsheet for reposting details). Assist with keeping transition areas clear of other athletes and debris during race. Assist in transitioning adult bike racks to kid bike racks between races.

Locations:

Post #	Volunteer Assignments	ARC Check-InTime	Arrive Post Time	End Post Time
Bm1	BIB # Body Marking Writer #1	5:00 AM	5:15 AM	After Start of Race
Bm2	BIB # Body Marking Writer #2	5:00 AM	5:15 AM	After Start of Race
Bm3	BIB # Body Marking Writer #3	5:00 AM	5:15 AM	After Start of Race
Bm4	BIB # Body Marking Writer #4	5:00 AM	5:15 AM	After Start of Race
Bm5	BIB # Body Marking Writer #5	5:00 AM	5:15 AM	After Start of Race
Bm6	BIB # Body Marking Writer #6	5:00 AM	5:15 AM	After Start of Race
Bm7	BIB # Body Marking Writer #7	5:00 AM	5:15 AM	After Start of Race

Course Marshalls (Bike)

Position Legend Symbol: (B1-B10)

Parking Location: park at assigned location except for locations B1-B4 park @ Parking F

Supervisor: Tony Fowler (Director of Bike Route Logistics)

Check-in Time: 6:15AM. Check-in and pick up volunteer safety vest at Woodridge ARC. **Post Time:** as noted

Main Race Shift End: if you were assigned a location on the Main Race Bike route south of 83RD Street, your duties end after the Main Race approximately 8:30 AM +/- . Director of Bike Logistics will inform you when shift ends and to relocate.

of Volunteers Req'd.: twenty-one (22) volunteer positions are needed.

Duties: direct bikers on designated route to stay on course. Report (write down BIB # or physical description) any bikers that try to short cut the bike route immediately to Mike Adams @ 630/558-4656.

Special Notes: Report to Supervisor or Race Director the BIB # of any biker that does not have their helmet chin strap buckled while biking on the course or who is aggressively/intentionally cutting off other bikers or riding in an unsafe manner.

General rules: bikers shall keep at least three bike lengths of clear space between the cyclist in front. Headphones, headsets, walkmans, ipods, mp3 players, or personal audio devices, etc. are not to be carried or worn at any time during the bike segment of the race.

For emergency assistance/EMS call 9-1-1. For bike breakdown assistance call Tony Fowler, Director of Bike Route Logistics @ (708) 306-3024

Locations:

Post #	Volunteer Assignments	ARC Check-InTime	Arrive Post Time	End Post Time
B1	Course Marshall - WPD Maintenance Drive & I355 Frontage Road	6:45 AM	7:00 AM	After Last Biker 9:30 AM +/-
B2	Course Marshall - 83rd Street & I-355 Frontage Access Road	6:45 AM	7:00 AM	After Last Biker 9:30 AM +/-
B3	Course Marshall (Bike) - 83rd Street & Woodward Ave. (Outgoing Bikers)	6:45 AM	7:00 AM	After Last Biker 9:30 AM +/-
B4	Course Marshall (Bike) - 83rd Street & Woodward Ave. (Incoming Bikers)	6:45 AM	7:00 AM	After Last Biker 9:30 AM +/-
B5	Course Marshall - Westminster & Woodward Ave. (Westside of Woodward Ave.)	6:45 AM	7:00 AM	After Last Biker 9:30 AM +/-
B6	Course Marshall - Edward Don Facility & Woodward Ave. (Westside of Woodward Ave.)	6:45 AM	7:00 AM	After Last Biker 9:30 AM +/-
B7	Course Marshall – Old AMC Woodridge 18 Movie Theater Entrance Dr. & Woodward Ave. (Between Entrance Drives on Woodward Avenue)	6:45 AM	7:00 AM	After Last Biker 9:30 AM +/-
B8	Course Marshall (Main Event Bike) - NW Corner of Werch Ave. & Woodward Ave.	6:45 AM	7:00 AM	After Last Biker 9:30 AM +/-
B9	Course Marshall (Main Event Bike) - NW Corner of Werch Ave. & Woodward Ave.	6:45 AM	7:00 AM	After Last Biker 9:30 AM +/-
B10	Course Marshall (Main Event Bike) – ½ Way Turn on Werch Ave. & Old AMC Woodridge 18 Movie Theater Entrance Drive	6:45 AM	7:00 AM	After Last Biker 9:30 AM +/-

Course Marshalls (Pool Transition Routes) (Pe1-Pe6 & PW1-Pw4)

Position Legend Symbol: (Pe1-Pe6 & PW1-Pw5)

Parking Location: Parking Lot F (ARC)

Supervisor: Kim Passini (Main Pool) / Julie Rhodes (Program Pool)

Check-in Time: 6:15AM. Check-in and pick up volunteer safety vest at Woodridge ARC.

Post Time: 6:45AM

Shift End: duties end after the last swimmer of Main race approximately 8:15+/- AM

of Volunteers Req'd.: eleven (11) volunteers are needed for these positions.

Duties: instruct athletes where to go to access pool starts and to bike transition area after completing swim.

Special Notes: for emergency assistance blow provided whistle three long blows to alert on site EMS or call 9-1-1.

Locations:

Post #	Volunteer Assignments	ARC Check-InTime	Arrive Post Time	End Post Time
Pe1	Course Marshall (Pool Transition Route) - Program Pool Time Sensor Mat by Filter Bldg. Gate Exit	6:15 AM	6:45 AM	After Last Swimmer 8:15 +/-
Pe2	Course Marshall (Pool Transition Route) - Program Pool Entrance Gate Walkway	6:15 AM	6:45 AM	After Last Swimmer 8:15 +/-
Pe3	Course Marshall (Pool Transition Route) - Program Pool Entrance Gate to Grass Area	6:15 AM	6:45 AM	After Last Swimmer 8:15 +/-
Pe4	Course Marshall (Pool Transition Route) - Program Pool Exit	6:15 AM	6:45 AM	After Last Swimmer 8:15 +/-
Pe5	Course Marshall (Pool Transition Route) -Program Pool Transition Route by Concession Bldg.	6:15 AM	6:45 AM	After Last Swimmer 8:15 +/-
Pe6	Course Marshall (Pool Transition Route) - Program Pool Transition Route at Exterior Access Gate (Interior Facility)	6:15 AM	6:45 AM	After Last Swimmer 8:15 +/-
Pw1	Course Marshall (Pool Transition Route) - Main Pool Entrance on Outside of Bathhouse	6:15 AM	6:45 AM	After Last Swimmer 8:15 +/-
Pw2	Course Marshall (Pool Transition Route) - Main Pool Exit @ Pool Finish	6:15 AM	6:45 AM	After Last Swimmer 8:15 +/-
Pw3	Course Marshall (Pool Transition Route) - Main Pool Exit Transition @ Position at Lazy River Steps	6:15 AM	6:45 AM	After Last Swimmer 8:15 +/-
Pw4	Course Marshall (Pool Transition Route) - Main Pool Exit Transition @ Position at Lazy River and Filter Bldg. walkway exit	6:15 AM	6:45 AM	After Last Swimmer 8:15 +/-
Pw5	Course Marshall (Pool Transition Route) - Main Pool Exit Transition @ Time Sensor Mat	6:15 AM	6:45 AM	After Last Swimmer 8:15 +/-

Course Marshalls (Run)

Position Legend Symbol: (R1-R6)

Parking Location: locations R1-R5 park at Parking Lot F (ARC) / location R6 park on Harcourt Drive west of Chesterton Drive.

Supervisor: Brad Keene (Director of Run Route Logistics)

Check-in Time: 6:00AM. Check-in and pick up volunteer safety vest at Woodridge ARC.

Post Time: as noted

Shift End: after last runner of Main race approximately 9:30 a.m.

of Volunteers Req'd.: six (6) volunteers are needed for this position.

Duties: direct runners on route and cheer them on. Instruct runners to turn at ½ way mark. Report any runners that try to cut the route short immediately to your Supervisor by documenting their BIB #. Hand out emergency water for athletes that are under duress and requesting hydration.

Special Notes: for emergency assistance/EMS call 9-1-1.

Locations:

Post #	Volunteer Assignments	ARC Check-In Time	Arrive Post Time	End Post Time
R1	Course Marshall & Traffic Coordinator (Run) - #1 Cypress Cove Entrance Dr. & Janes Avenue	6:00 AM	6:30 AM	End of Main Race 10:00 +/-
R2	Course Marshall (Run) - #2 SW Corner Janes Ave. & 83rd St.	6:30 AM	6:45 AM	End of Main Race 10:00 +/-
R3	Course Marshall (Run) - #3 83rd St. @ Piers Condo Driveway (Southside of 83rd where run lane turns diagonally across 83rd St.)	6:30 AM	6:45 AM	End of Main Race 10:00 +/-
R4	Course Marshall (Run) - #4 83rd St. @ Piers Condo Driveway (Northside of 83rd where run lane turns diagonally across 83rd St.)	6:30 AM	6:45 AM	End of Main Race 10:00 +/-
R5	Course Marshall (Run) - #6 NW Corner 83rd St. & Woodward Ave.	6:30 AM	6:45 AM	End of Main Race 10:00 +/-
R6	Course Marshall (Run) - #7 Harcourt Dr. & Woodward Ave.	6:30 AM	6:45 AM	End of Main Race 10:00 +/-

Course Marshalls (Transition Zone)

Position Legend Symbol: (CM1-CM9)

Parking Location: Parking Lot F (ARC)

Supervisor: Suzy Cessa (Director of Transition / Experience Triathlon Representative)

Check-in Time: 5:00AM. Check-in and pick up volunteer safety vest at Woodridge ARC.

Post Time: 5:30 AM or as noted

Shift End: duties end after the Main Race approximately 9:30 AM

of Volunteers Req'd.: nine (9) volunteers are needed for this position.

Duties: provide information to athletes as needed, bike rack positions are available on first come first serve basis once transition zone is opened, Ensure only four (4) bikes per rack with bike positions alternating on each side of rack with the seat of the bike placed on the rack bar. Keep spectators out from transition area / only athletes with BIB #'s, volunteers with Rotary safety vest or parents/guardians with special wrist band are permitted in transition zone. Keep transition lane areas clear from any obstructions/other athletes. Pick up debris/garbage that may pose a safety risk and instruct athletes with directions of where to go to starts for both bike and run. Instruct all participants that they must return their bicycles to an upright position in their designated bicycle corral/position.

Special Notes: Volunteers in bike acceleration/deceleration zone must instruct bikers to dismount in deceleration zone. **No riding in transition zone – violators may be disqualified.** Report violators promptly to Supervisor by their BIB#. Athletes may draw on pavement with chalk to help identify their bike rack location.

Items attached to the bike rack that obstruct other athletes is prohibited and shall be removed upon notification.

Helmets are required to be on and fastened before they remove their bike from the bike rack. Athletes without a helmet are strictly prohibited from access the bike course. Violators will be DQ'd.

Special Notes: for emergency assistance blow provided whistle three (3) long blows to alert on site EMS or call 9-1-1.

Locations:

Post #	Volunteer Assignments	ARC Check-In Time	Arrive Post Time	End Post Time
Cm1	Course Marshall Bike Transition - Transition Lane #1	5:00 AM	5:30 AM	End of Main Race 10:00 +/-
Cm2	Course Marshall Bike Transition - Transition Lane #2	5:00 AM	5:30 AM	End of Main Race 10:00 +/-
Cm3	Course Marshall (Bike Transition) - Transition Lane #3	5:00 AM	5:30 AM	End of Main Race 10:00 +/-
Cm4	Course Marshall (Bike Transition) - Transition Lane #4	5:00 AM	5:30 AM	End of Main Race 10:00 +/-
Cm5	Course Marshall (Bike Transition) - Transition Lane #5 (5:00 AM	5:30 AM	End of Main Race 10:00 +/-
Cm6	Course Marshall (Bike Transition) - Southend of Transition Lane #5	5:00 AM	5:30 AM	End of Main Race 10:00 +/-
Cm7	Course Marshall (Bike Transition) - #7 Southend of Between Transition Lanes #1 & 2	5:00 AM	5:30 AM	End of Main Race 10:00 +/-
Cm8	Course Marshall (Bike Transition) - #8 Southend of Transition Lanes #2 & #3	5:00 AM	5:30 AM	End of Main Race 10:00 +/-
Cm9	Course Marshall (Bike Transition) - #8 Southend of Transition Lanes #3 & #4	5:00 AM	5:30 AM	End of Main Race 10:00 +/-

Nutrition/Hydration Attendants (Main Site)

Position Legend Symbol: (N1- N2)

Parking Location Parking Lot F (ARC)

Supervisor: TBD (Director of Hydration)

Check-in Time: 5AM. Check-in and pick up volunteer safety vest at Woodridge ARC.

Post Time: 5:30 AM

Shift End: duties end after the Main Race approximately 9:30 AM

of Volunteers Req'd.: Two (2) volunteers are needed for this position

Duties: place fruit/snacks on table (do not cut fruit to prevent bugs/flies). Place water bottles & sport drinks in separate troughs, get ice machine key and cart from Race Director on Race Day morning, retrieve ice from Home City ice machine next to Cypress Cove Bathhouse. Limit distribution of fruit/snacks to one/two per athlete (no hording). Oversee general area, clean up garbage and replenish supplies as needed.

Special Notes: for emergency assistance blow provided whistle three long blows to alert on site EMS or call 9-1-1.

Locations:

Post #	Volunteer Assignments	ARC Check-InTime	Arrive Post Time	End Post Time
N1	Nutrition/Hydration Attendant (Main Site / Front of Cypress Cove Bathhouse) #1	5:00 AM	5:30 AM	End of Main Race 10:00 +/-
N2	Nutrition/Hydration Attendant (Main Site / Front of Cypress Cove Bathhouse) #2	5:00 AM	5:30 AM	End of Main Race 10:00 +/-

Parking Lot Attendants

Position Legend Symbol:

Parking Location: park at assigned parking lot locations.

Supervisor: Don Ritter (Assistant Race Director)

Check-in Time: 5:00AM. Report to ARC to check-in with Volunteer Coordinator and pick-up safety vest.

Shift End: ends following the Main race @ approximately 10:00AM

of Volunteers Req'd.: seven (7) volunteers are needed for this position.

Duties: safely coordinate parking lot ingress/egress traffic in designated parking areas. **Attendants assigned at Lot D enforce "NO" parking permitted by Mini Tri guests in Lot D but permit Ultimate Faith Christian Church guests to park in lot.** Assist with general questions.

Special Notes: do not leave your post until instructed by your Supervisor. For emergency assistance/EMS call 9-1-1.

Locations: Lot A – Cypress Cove Entrance Drive at Check-In, Lot A – Cypress Cove Entrance Drive at Check-in, Lot B – Orchard Hill South Parking Lot, Lot C – Falconridge Park Parking Lot, Lot D – Ultimate Faith Christian Center, Lot E – Affiliate Shopping Center, Lot F – Athletic Recreation Center (ARC), Lot G - Janes Avenue Park Parking Lot. See Parking Map below.

Post #	Volunteer Assignments	ARC Check-InTime	Arrive Post Time	End Post Time
Pk1	Parking Lot Attendant – Lot A Cypress Cove Entrance at Turn-around Island	5:00 AM	5:15 AM	10:00 AM +/-
Pk2	Parking Lot Attendant – Lot Cypress Cove Entrance at Turn-around Island	5:00 AM	5:15 AM	10:00 AM +/-
Pk3	Parking Lot Attendant - #3 Orchard Hill Park Parking Lot	5:00 AM	5:15 AM	10:00 AM +/-
Pk4	Parking Lot Attendant - #4 Falconridge Park Parking Lot	5:00 AM	5:15 AM	10:00 AM +/-
Pk5	Parking Lot Attendant - #5 Ultimate Faith Christian Center (83rd Street Driveway Entrance)	5:00 AM	5:15 AM	10:00 AM +/-

Pk6	Parking Lot Attendant - #6 Ultimate Faith Christian Center (Janes Avenue Entrance)	5:00 AM	5:15 AM	10:00 AM +/-
Pk7	Parking Lot Attendant - #7 ARC Avenue Park Parking Lot (if needed)	5:00 AM	5:15 AM	10:00 AM +/-



Race Chip Time Assistants (Swim Start & Run Finish)

Position Legend Symbol:

Parking Location: Parking Lot F (ARC)

Supervisor Eric Arndt or Tasha Karstaedt (Its Racetime)

Check-in Time: 6AM. Check-in and pick up volunteer safety vest at Woodridge ARC.

Training Time: 6:30AM sharp at the Main Pool swim start by Drop Slide

Shift End: Swim Start timers duties ends after last swimmer exits pool approximately 8:15 AM, Run Finish timers duties end after the Main Race approximately 9:30 AM

of Volunteers Req'd.: Two (2) volunteers are needed for this position.

(#1 Main Pool Swim Start queuing line and #2 Program Pool Swim Start queuing line.)

Duties: hand out chip time ankle bands as assigned.

Special Notes: After initial check-in report to the Main Pool swim start at 6:15AM for 6:30AM instructions and training by the Race Time Coordinator. Volunteers shall be posted at their positions at 6:45AM for the Main Event. Volunteers shall remain at their post until the last swimmer of each race exits their pool

Special Notes: ankle chip bands are disposable and therefore you can instruct athletes to throw them out after they cross the run finish line. For emergency assistance blow provided whistle three long blows to alert on site EMS or call 9-1-1. Life guards are posted at each pool for water rescues.

Locations:

Post #	Volunteer Assignments	ARC Check-In Time	Arrive Post Time	End Post Time
T2	Race Time Official - Main Pool Starter Assistant (Chip Handout)	6:00 AM	6:45 AM	End of Main Swim Race 8:15 AM +/-
T4	Race Time Official - Program Pool Starter Assistant (Chip Handout)	6:00 AM	6:45 AM	End of Main Swim Race

Post #	Volunteer Assignments	ARC Check-InTime	Arrive Post Time	End Post Time
				8:15 AM +/-

Race Time Officials (Swim Starts)

Position Legend Symbol: (T1a-T1b & T3a-T3b)

Parking Location: Parking Lot F (ARC)

Supervisor: Eric Arndt or Tasha Karstaedt (Its Racetime)

Check-in Time: 6AM. Check-in and pick up volunteer safety vest at Woodridge ARC.

Training Time: 6:30AM sharp at the Main Pool swim start by Drop Slide

Post Time: 6:45AM

Shift End: duties end after last swimmer exits pool for Main event 8:15 AM

of Volunteers Req'd.: Four (4) volunteers are needed for this position. 2 @ #1 Main Pool Swim Start, 2 @ #2 Program Pool Swim Start

Duties: Coordinate swimmers entry in the pool & start swimmer every 30 seconds, enter in BIB #'s into race time system.

Special Notes: After initial check-in report to the Main Pool swim start at 6:15AM for 6:30AM instructions and training by the Race Time Coordinator. Volunteers shall be posted at their positions at 6:45AM for the Main Event. Volunteers shall remain at their post until instructed to leave by the Supervisor.

Special Notes: Odd #'d BIBs assigned to Main Pool and Even #'d BIB assigned to Program Pool. Assist in lining up athletes in consecutive order by BIB #. Swim starts at 7AM sharp for Main Event. See supervisor for any issues. For emergency assistance blow provided whistle three long blows to alert on site EMS or call 9-1-1.

Locations:

Post #	Volunteer Assignments	ARC Check-InTime	Arrive Post Time	End Post Time
T1a	Race Time Official - Main Pool Starter	6:00 AM	6:45 AM	End of Main Swim Race 8:15 AM +/-
T1b	Race Time Official - Main Pool Starter	6:00 AM	6:45 AM	End of Main Swim Race 8:15 AM +/-
T3a	Race Time Official - Program Pool Starter	6:00 AM	6:45 AM	End of Main Swim Race 8:15 AM +/-
T3b	Race Time Official - Program Pool Starter	6:00 AM	6:45 AM	End of Main Swim Race 8:15 AM +/-

Race Time Officials (Bike Start/Finish Line)

Position Legend Symbol: (T5a –T5b & T6a-T6b)

Parking Location: Parking Lot F (ARC)

Supervisor: Joe Lopresto (Experience Triathlon Representative)

Check-in Time: 6AM. Check-in and pick up volunteer safety vest at Woodridge ARC.

Training Time: 6:45AM at Bike Start/Finish Line

Post Time: 6:30AM

Shift End: duties end after the last Main Race biker crosses finish line approximately 9:00AM

of Volunteers Req'd.: Four (4) volunteers are needed for this position. 2 @ outgoing side of Start Line and 2 @ incoming side of Finish Line

Duties: Ensure bikers are dismounted before entering Start/Finish Line chute/sensors. Ensure bikers have helmets fastened before entering Start Line / if athlete disregards Officials instructions right down their BIB # and notify Race Director (athlete will be DQ'd). Instruct outgoing bikers to course to mount bike after the mount line. Warn incoming bikers to Finish Line to dismount from bike prior to the dismount line or within the dismount zone and instruct to walk/jog across Finish Line. Verbally direct bikers into the Start/Finish Line chute.

Special Notes: At Pre/Post Time make sure athletes do not enter into the Finish/Start chute prior to start of the race to avoid premature reading of time sensor. For emergency assistance blow provided whistle three long blows to alert on site EMS or call 9-1-1.

Locations:

Post #	Volunteer Assignments	ARC Check-InTime	Arrive Post Time	End Post Time
T5a	Race Time Official - Bike Start Line Official / Bike Out	6:00 AM	6:30 AM	End of Main Bike Race 9:30 AM +/-
T5b	Race Time Official - Bike Start Line Official / Bike Out @ Mount Line	6:00 AM	6:30 AM	End of Main Bike Race 9:30 AM +/-
T6a	Race Time Official - Bike Finish Line Official / Bike In	6:00 AM	6:30 AM	End of Main Bike Race 9:30 AM +/-
T6b	Race Time Official - Bike Finish Line Official / Bike In @ Dismount Line	6:00 AM	6:30 AM	End of Main Bike Race 9:30 AM +/-

Race Time Officials (Run Start/Finish Line)

Position Legend Symbol: (T7a –T7c)

Parking Location: Parking Lot F (ARC)

Supervisor: Eric Arndt or Tasha Karstaedt (Its Racetime)

Check-in Time: 6AM. Check-in and pick up volunteer safety vest at Woodridge ARC.

Training Time: 6:45AM at Run Start/Finish Line

Post Time: 6:30AM

Shift End: duties end after the last Main Race runner crosses finish line approximately 9:30 AM

of Volunteers Req'd.: Three (3) volunteers are needed for this position. 1 entering BIB #'s into race time system, 1 @ outgoing side of Start Line and 1 @ incoming side of Finish Line

Duties: Ensure runners enter and cross Start/Finish Line sensors, Guide runners into the Start/Finish Line chute, enter BIB #'s in the race time system in order of crossing the finish line, assistant will yell BIB #'s to Time Official. Instruct individual races to through disposable time chips in the garbage.

Special Notes: Prior to race start make sure athletes do not enter into the Finish/Start chute/sensor prior to avoid premature reading of time sensor. For emergency assistance blow provided whistle three long blows to alert on site EMS or call 9-1-1.

Locations:

Post #	Volunteer Assignments	ARC Check-InTime	Arrive Post Time	End Post Time
T7a	Race Time Official - Run Finish Line / Run In	6:30 AM	6:45 AM	End of Main Run Race 10:00 AM +/-
T7b	Race Time Official - Run Start Line Timing Assistant #1	6:30 AM	6:45 AM	End of Main Run Race 10:00 AM +/-
T7c	Race Time Official - Run Start Line Timing Assistant #2	6:30 AM	6:45 AM	End of Main Run Race 10:00 AM +/-

Security

Position Legend Symbol: (Sg1-Sg6)

Parking Location: Parking Lot F (ARC)

Supervisor: Mike Adams (Race Director)

Check-in Time: 4:45AM. Check-in and pick up volunteer safety vest at Woodridge ARC.

Post Time: 5:00 AM

Shift End: duties end after the Main Race transition clears out approximately 10:00 AM

of Volunteers Req'd.: six (6) volunteers are needed for this position.

Duties:

Main Event: ONLY ATHLETES with BIBs and/or Parents with designated wrist band are permitted in transition.

- Instruct athletes that arrive prior to 5:30 a.m. to hang out in the pre/post event area until transition opens at 5:30 a.m.
- Bike transition strictly opens at 5:30 a.m.
- Do not allow any athlete in transition area until Race Director gives the okay at 5:30 a.m.
- Direct all athletes towards the gate at the far southwest corner of the transition area.
- Prohibit spectators/non-athletes from entering bike transition area.
- AT ALL TIMES - Only Athletes with a BIB #, volunteers with a Rotary safety vest, or parent/guardian with a green wrist band (with frog logos) is permitted in the transition area.
- Once athletes finish the race, encourage them to remove their bikes and belongings from the transition area.
- After athletes finish race Security Attendants at positions Sg3 & Sg4 must make sure the BIB #'s on the bike match the persons BIB #'s to prevent bike theft. If a situation arises, contact Race Director to troubleshoot.
- "See Something – Say Something" – if you see something that doesn't seem right contact the Race Director or for major concerns call 9-1-1.

Special Notes: for emergency assistance blow provided whistle three long blows to alert on site EMS or call 9-1-1.

Locations:

Post #	Volunteer Assignments	ARC Check-In Time	Arrive Post Time	End Post Time
Sg1	Security (Gate) - Center Island Pedestrian Crossing / North Side of Crossing	4:45 AM	7:00 AM	End of Main Run Race 10:00 AM +/-
Sg2	Security (Gate) - #2 Center Island Pedestrian Crossing – South Side of Crossing	4:45 AM	5:00 AM	End of Main Run Race 10:00 AM +/-
Sg3	Security (Gate) - North Entrance Gate to Bike Transition Area	4:45 AM	5:00 AM	End of Main Run Race 10:00 AM +/-
Sg4	Security (Gate) – South Entrance Gate to Bike Transition Area	4:45 AM	5:00 AM	End of Main Run Race 10:00 AM +/-
Sg5	Security (Gate) – Near Bike Start/Finish Line @ WPD Maintenance Bldg. Crosswalk to Program Pool Area Access Walk – Position South end of crosswalk	4:45 AM	5:00 AM	End of Main Run Race 10:00 AM +/-
Sg6	Security (Gate) – Near Bike Start/Finish Line @ WPD Maintenance Bldg. Crosswalk to Program Pool Area Access Walk – Position North end of crosswalk	4:45 AM	5:00 AM	End of Main Run Race 10:00 AM +/-

Swim Pool Lane Marshalls

Position Legend Symbol:

Parking Location: Parking Lot F (ARC)

Supervisor: Julie Rhodes (Co-Director of Swim Logistics / Program Pool) & Kim Passini (Co-Director of Swim Logistics / Main Pool)

Check-in Time: 6:15 AM. Check-in and pick up volunteer safety vest at Woodridge ARC.

Post Time: 6:45AM for Main Event.

Shift End: duties end after last swimmer exits pool area of the Main Race approximately 8:15 AM.

of Volunteers Req'd.: Maximum twenty 20 volunteers / minimum ten (10) volunteers are needed for this position / 5 volunteers at each pool.

Duties: Main Pool volunteers locate on the West side of pool / Program Pool volunteers locate on north side of pool. Instruct swimmers to switch lanes, observe and report any swimmers by BIB # that cut short the swim course to Supervisor. Note, athletes may use kick boards to continue with forward progress. Re-position kick boards at the end of the pool lanes.

Special Notes: Must yell loudly to notify swimmers where to turn. Notify Life guard of any swimmer under duress and in need of assistance.

Locations: Main Pool - end of each Odd # pool lane (total 5 volunteers) / Program Pool - end of each Odd # pool lane (total 5 volunteers)

Post #	Volunteer Assignments	ARC Check-In Time	Arrive Post Time	End Post Time
Sm1	Swim Lane Marshall (Main Pool) #1 - Lane 1 to 2 (pool swim length #1 to #2)	6:15 AM	6:45 AM	End of Main Swim Race 8:15 AM +/-
Sm2	Swim Lane Marshall (Main Pool) #2 - Lane 2 to 3 (pool swim length #3 to #4)	6:15 AM	6:45 AM	End of Main Swim Race 8:15 AM +/-
Sm3	Swim Lane Marshall (Main Pool) #3 - Lane 3 to 4 (pool swim length #5 to #6)	6:15 AM	6:45 AM	End of Main Swim Race 8:15 AM +/-
Sm4	Swim Lane Marshall (Main Pool) #4 - Lane 4 - 5 (pool swim length #7 to #8)	6:15 AM	6:45 AM	End of Main Swim Race 8:15 AM +/-
Sm5	Swim Lane Marshall (Main Pool) #5 - Lane 5 - 6 (pool swim length #9 to #10)	6:15 AM	6:45 AM	End of Main Swim Race 8:15 AM +/-
Sm6	Swim Lane Marshall (Program Pool) #1 - Lane 1 to 2 (pool swim length #1 to #2)	6:15 AM	6:45 AM	End of Main Swim Race 8:15 AM +/-
Sm7	Swim Lane Marshall (Program Pool) #2 - Lane 2 to 3 (pool swim length #3 to #4)	6:15 AM	6:45 AM	End of Main Swim Race 8:15 AM +/-
Sm8	Swim Lane Marshall (Program Pool) #3 - Lane 3 to 4 (pool swim length #5 to #6)	6:15 AM	6:45 AM	End of Main Swim Race 8:15 AM +/-
Sm9	Swim Lane Marshall (Program Pool) #4 - Lane 4 - 5 (pool swim length #7 to #8)	6:15 AM	6:45 AM	End of Main Swim Race 8:15 AM +/-
Sm10	Swim Lane Marshall (Program Pool) #5 - Lane 5 - 6 (pool swim length #9 to #10)	6:15 AM	6:45 AM	End of Main Swim Race 8:15 AM +/-

Swim Queuing Line Information Attendants

Position Legend Symbol: (Sq1-Sq2)

Parking Location: Parking Lot F (ARC)

Supervisor: Julie Rhodes (Program Pool) / Kim Passini (Main Pool)

Check-in Time: 6:15 AM. Check-in and pick up volunteer safety vest at Woodridge ARC.

Post Time: 6:30 AM

Shift End: duties end after last swimmer of the Main Race approximately 8:15 AM.

of Volunteers Req'd.: two (2) volunteers are needed for this position / 1 @ each pool.

Duties: Instruct Odd # BIB's to Main Pool and Even # BIB's to Program Pool. Que swimmers in single file lines according to BIB #'s in consecutive order and maintain order. Report any discrepancies (i.e. missing BIB #'s) immediately to Supervisor. Report to your respective pool's Swim Time Official located at the pool swim start any missing athlete by BIB #. If athlete doesn't show at time of swim start*, inform swim start timer of missing athlete (timer will adjust the next swimmers start accordingly). Instruct swimmers that they must start swim in the water – no diving or jumping allowed. Answer any questions regarding swim lane configuration and transition route to bike racks.

***Special Instructions:** Athletes that miss their swim start that result in not swimming in consecutive order by BIB # must be reported to the Swim Time Official and must go to the end of the swim queuing line in order to be able to participate.

Locations: Main Pool – queuing line. Program Pool – queuing line.

Post #	Volunteer Assignments	ARC Check-In Time	Arrive Post Time	End Post Time
Sq1	Swim Queuing Line Information Attendant - #1 (Main Pool)	6:15 AM	6:30 AM	End of Main Swim Race 8:15 AM +/-
Sq2	Swim Queuing Line Information Attendant - #2 Program Pool)	6:15 AM	6:30 AM	End of Main Swim Race 8:15 AM +/-

Traffic Coordinators

Position Legend Symbol: (Tc1-Tc22)

Parking Location: park at assigned location except for Tc1-Tc3 / park at Parking Lot F (ARC)

Supervisor: Tony Fowler (Director of Bike Logistics)

Check-in Time: 6:30 AM. Check-in and pick up volunteer safety vest at Woodridge ARC.

Post Time: as noted below

Shift End: as noted below.

of Volunteers Req'd.: Twenty-two (22) volunteers are needed for this position.

Duties: safely coordinate ingress/egress traffic from side streets. Position #Tc1 shall safely direct vehicular traffic from development to 83rd Street.

Tc22 to assist Police with ingress/egress traffic into Cypress Cove parking lot which requires proof of BIB # and/or ADA Placard to access parking lot. Once filled direct all other traffic to alternate parking lots. *See Exhibit 'A' for parking lot locations

Hand out emergency water for athletes that are under duress.

Special Notes: do not leave your post until instructed by your Supervisor. For emergency assistance/EMS call 9-1-1. Must instruct any Tollway workers accessing Toll Both to drive slowly & cautiously down middle of the frontage access road.

Locations:

Post #	Volunteer Assignments	ARC Check-In Time	Arrive Post Time	End Post Time
Tc1	Traffic Coordinator - 83rd Street & Janes Avenue Intersection	6:30 AM	6:45 AM	End of Main Run Race 10:00 AM +/-
Tc2	Traffic Coordinator - Piers Condo West Entrance Drive Intersection	6:30 AM	6:45 AM	End of Main Run Race 10:00 AM +/-
Tc3	Traffic Coordinator - Piers Condo East Entrance Drive Intersection	6:30 AM	6:45 AM	End of Main Run Race 10:00 AM +/-
Tc4	Traffic Coordinator - East Costco Entrance Drive & Woodward Ave. Intersection	6:30 AM	6:45 AM	End of Main Bike Race 9:30 AM +/-
Tc5	Traffic Coordinator (Flagger) - Center Median just south of Shell Gas Station Drive on Woodward Ave.	6:30 AM	6:45 AM	End of Main Bike Race 9:30 AM +/-
Tc6	Traffic Coordinator - Woodward Ave. & Clover Ln. (Southwest corner of Clover Ln. & Woodward Ave. @ stop sign)	6:30 AM	6:45 AM	End of Main Bike Race 9:30 AM +/-
Tc7	Traffic Coordinator - Peters Drive & Woodward Ave. Intersection (Southwest corner of Peters Dr. & Woodward Ave. @ stop sign)	6:30 AM	6:45 AM	End of Main Bike Race 9:30 AM +/-
Tc8	Traffic Coordinator - Waterford Lane & Woodward Ave. Intersection (Southwest corner of Waterford Ln. & Woodward Ave. @ stop sign)	6:30 AM	6:45 AM	End of Main Bike Race 9:30 AM +/-
Tc9	Traffic Coordinator - Prairie Lane & Woodward Ave. Intersection (Southwest corner of Prairie Ln. & Woodward Ave. @ stop sign)	6:30 AM	6:45 AM	End of Main Bike Race 9:30 AM +/-
Tc10	Traffic Coordinator - Murphy Rd. & Woodward Ave. Intersection (Southwest corner of Murphy Rd. & Woodward Ave. @ stop sign)	6:30 AM	6:45 AM	End of Main Bike Race 9:30 AM +/-
Tc11	Traffic Coordinator - I55/South Frontage Road & Woodward Intersection (Northeast corner of I55/South Frontage & Woodward Ave. @ stop sign)	6:30 AM	6:45 AM	End of Main Bike Race 9:30 AM +/-

Post #	Volunteer Assignments	ARC Check-InTime	Arrive Post Time	End Post Time
Tc12	Traffic Coordinator - Heritage Parkway & Woodward Avenue Intersection (Northeast corner of Heritage Parkway & Woodward Ave. @ stop sign)	6:30 AM	6:45 AM	End of Main Bike Race 9:30 AM +/-
Tc13	Traffic Coordinator - Hillcrest Lane & Woodward Avenue Intersection (Northeast corner of Hillcrest Ln. & Woodward Ave. @ stop sign)	6:30 AM	6:45 AM	End of Main Bike Race 9:30 AM +/-
Tc14	Traffic Coordinator - Westminster Drive & Woodward Avenue Intersection (Northeast corner of Westminster Dr. & Woodward Ave. @ stop sign)	6:30 AM	6:45 AM	End of Main Bike Race 9:30 AM +/-
Tc15	Traffic Coordinator - Peters Drive Intersection (Northeast corner of Peters Dr. & Woodward Ave. @ stop sign)	6:30 AM	6:45 AM	End of Main Bike Race 9:30 AM +/-
Tc16	Traffic Coordinator - Ace Hardware/Goodwill Driveway (Northeast corner of Driveway & Woodward Ave. @ stop sign)	6:30 AM	6:45 AM	End of Main Bike Race 9:30 AM +/-
Tc17	Traffic Coordinator - Gallagher & Henry Condos Driveway (Northeast corner of Gallagher & Henry Condo Driveway & Woodward Ave. @ stop sign)	6:30 AM	6:45 AM	End of Main Bike Race 9:30 AM +/-
Tc18	Traffic Coordinator - Harcourt Drive & Woodward Ave. Intersection	7:00 AM	7:15 AM	End of Main Bike Race 9:30 AM +/-
Tc19	Traffic Coordinator - Egerton Drive & Woodward Ave. Intersection	7:00 AM	7:15 AM	End of Main Bike Race 9:30 AM +/-
Tc20	Traffic Coordinator - Egerton Drive & Woodward Ave. Intersection - Along the route on Woodward Avenue between 83rd Street & Egerton	7:00 AM	7:15 AM	End of Main Bike Race 9:30 AM +/-
Tc21	Traffic Coordinator - Chesterton & Egerton Intersection	7:00 AM	7:15 AM	End of Main Bike Race 9:30 AM +/-
Tc22	Traffic Coordinator - Cypress Cove Entrance Drive	4:30 AM	4:45 AM	End of Main Bike Race 9:30 AM +/-

Volunteer Check-in Attendant (ARC)

Position Legend Symbol:

Parking Location: park at Community Resource Center

Supervisors: Suzy Chudzik & Ashley Rowden (Co-Directors of Volunteers)

Check-in Time: 4:30 AM. Report directly to ARC.

Location: Athletic Recreation Center (ARC)

Shift End: 7:30 AM at the ARC. 7:30AM – 10:30 AM relocate to the Late Check-in table

of Volunteers Req'd.: two (2) volunteers are needed for this position.

Duties: check-in volunteers, hand out safety vests (record vest # w/ name), assist w/ instructions where volunteer is stationed & duties.

Post #	Volunteer Assignments	ARC Check-InTime	Arrive Post Time	End Post Time
ARC	Volunteer Check-In Attendant #1	4:30 AM	5:00 AM	7:00 AM
ARC	Volunteer Check-In Attendant #2	4:30 AM	5:00 AM	7:00 AM

Water Station Attendant (Run Route)

Position Legend Symbol:

Parking Location: park at assigned location except for positions Wr1 #1 to park at ARC / Parking Lot F

Supervisor: Don Ritter (Co-Director of Hydration)

Check-in Time: 6AM. Report directly to assigned locations. Call the Volunteer Coordinator to check-in once you arrive at your post. Supervisor will meet you at location with supplies.

Shift End: after last runner for the Main event approximately 9:30 AM +/-.

of Volunteers Req'd.: eight (8) volunteers are needed for this position, two (2) at each location.

Duties: pre-event set up table and pre-fill cups w/ water, during event hand out water, pick up garbage, clean up post event.

Special Notes: do not leave your post until instructed by your Supervisor. For emergency assistance/EMS 9-1-1.

Locations:

Post #	Volunteer Assignments	ARC Check-InTime	Arrive Post Time	End Post Time
Wr1	Water Station A Attendant (Run Route) - Main Transition Area to Run Start @ Run Start/Finish Line	6:45 AM	7:00 AM	End of Main Run Race 9:30 AM +/-
Wr2	Water Station A Attendant (Run Route) - Main Transition Area to Run Start @ Run Start/Finish Line	6:45 AM	7:00 AM	End of Main Run Race 9:30 AM +/-
Wr3	Water Station B Attendant (Run Route) - 83rd Street & Janes Avenue along bikepath (SE corner of 83rd Street and Janes Avenue)	6:45 AM	7:00 AM	End of Main Run Race 9:30 AM +/-
Wr4	Water Station B Attendant (Run Route) - 83rd Street & Janes Avenue along bikepath ((SE corner of 83rd Street and Janes Avenue)	6:45 AM	7:00 AM	End of Main Run Race 9:30 AM +/-

Post #	Volunteer Assignments	ARC Check-InTime	Arrive Post Time	End Post Time
Wr5	Water Station C Attendant (Run Route) - Main Event .5 Mile (Station located just east of I-355 on 83rd Street)	6:45 AM	7:00 AM	End of Main Run Race 9:30 AM +/-
Wr6	Water Station C Attendant (Run Route) - Main Event .5 Mile	6:45 AM	7:00 AM	End of Main Run Race 9:30 AM +/-
Wr7	Water Station D Attendant (Run Route) - Main Event 1/2 way turn	6:45 AM	7:00 AM	End of Main Run Race 9:30 AM +/-
Wr8	Water Station D Attendant (Run Route) - Main Event 1/2 way turn	6:45 AM	7:00 AM	End of Main Run Race 9:30 AM +/-

Water Station Attendant (Bike Route)

Position Legend Symbol:

Parking Location: park at assigned location.

Supervisor: Don Ritter (Co-Director of Hydration)

Check-in Time: 6AM. Report directly to assigned location. Call the Volunteer Coordinator to check –in once you arrive at your post. Supervisor will meet you at location with supplies.

Locations: #1 – Main Event ½ way mark on Werch Avenue near Old AMC Loews Theater Driveway.

Shift End: positions #1 ends following the last biker on the Main race.

of Volunteers Req'd.: two (2) volunteers are needed for this position / two (2) at each location.

Duties: pre-event set up table and pre-fill cups w/ water, during event hand out water, pick up garbage, clean up post event.

Special Notes: Bikers must come to a complete stop in order to receive water. Do not leave your post until instructed by your Supervisor. For emergency assistance/EMS call 9-1-1 and your Supervisor.

Locations:

Post #	Volunteer Assignments	ARC Check-InTime	Arrive Post Time	End Post Time
Wb1	Water Station E Attendant (Bike Route) - Main 1/2 way turn @ Werch Drive at Old AMC Woodridge 18 Movie Theater Parking Lot Driveway (Main Event Bike)	6:30 AM	7:00 AM	9:00 AM
Wb2	Water Station E Attendant (Bike Route) - Main 1/2 way turn @ AMC Woodridge 18 Movie Theater Parking Lot (Main Event Bike)	6:30 AM	7:00 AM	9:00 AM