



**Volunteer Application Form**  
**12<sup>th</sup> Annual Mini-Triathlon Event**  
Rotary Club of Woodridge  
Sunday, August 21, 2011  
Race Time Start @ 7 a.m.

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### **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.

Last years event had over 500 athletes from 120 communities and as far away as Houden, Netherlands.

The event officially starts with check-in and on site registration at 5:45 AM. The Main Race starts at 7AM and typically is complete by 9:30AM. The KiDs Race starts at 10:30AM with check in starting at 9:30AM. The entire event is estimated to be completed by 11:30AM.

The Race Director will contact past volunteers to confirm they are available for this year's race. Volunteer positions will be assigned on a first come, first serve basis or as determined by the Race Director to best serve the needs of the event. The Rotary Club of Woodridge 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**

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 mandatory volunteer information meeting will be held on Thursday, August 18<sup>th</sup> @ 6PM at the Woodridge Park District Community Center, 2600 Center Drive, Woodridge, IL 60517.** The purpose of the meeting is to review general event information, detail volunteer responsibilities, answer volunteer questions and hand-out safety vests. **All volunteers must check-in day of the event at the Woodridge Community Resource Center (CRC)**, 8274Janes Avenue, in the northwest corner shopping plaza. If you are stationed out on the course you must contact the Volunteer Coordinator by cell phone @ 630/\_\_\_ - \_\_\_ to confirm your posting.

Read the attached event flier description to learn as much as you can about the race and your volunteer areas through the information provided.

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!!!** Contact the Race Director at 630/558-4656 to assist when needed.

### **Volunteer Area Descriptions**

Use the positions and descriptions listed below to help you choose a position you would like to volunteer for. Consider asking your friends, coworkers and or family to join you. Complete the Volunteer application and return to Race Director, Mike Adams at [madams@woodridgeparks.org](mailto:madams@woodridgeparks.org) or by fax 630/353-3310.

Every effort be will made to accommodate your selection, however the Race Director reserves the right to schedule volunteers based on event needs, which includes placing volunteers on a waiting list. We appreciate your understanding if we place you in a position or area that was not your first choice.

**Do not leave your post until instructed by your Supervisor.**

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## **PRE-EVENT VOLUNTEERS**

**Pre-Event Set Up/Post Event Take Down:** Volunteers are required both Saturday evening at 7PM and 4:30AM – 7AM and 11AM – 12PM at Cypress Cove Family Aquatic Park.

A total of ten (10) volunteers are required. Duties involved are setting up and taking down course signage, registration tables, tents, water/snack tables, filling water coolers, delivering equipment to on-site locations, setting up bike racks in transition area, setting up garbage receptacles, cleaning up litter/debris, traffic cones, etc.

**Pre-Event Goodie Back/T-shirt Pick-Up:** Volunteers are required for both Friday evening from 5:30PM to 8PM and Saturday morning/afternoon from 9AM – 3PM at the Woodridge Park District Community Center, 2600 Center Drive, Woodridge, IL 60517.

A total of six (6) volunteers are required. Responsibilities sorting t-shirts into sizes and checking-in athletes that pick up their t-shirt and goodie bags.

## **EVENT DAY VOLUNTEERS**

### **Athlete Check-In Attendants:**

**Parking Location:** Old Walgreens parking lot / Southwest corner of Janes Avenue & 83<sup>rd</sup> Street or Janes Avenue Soccer Fields by 7-Eleven

**Supervisor:** Debbie Mascitti (Director of Registration & Information)

**Check-in Time:** 5:15AM. Check-in and pick up volunteer safety vest at Woodridge CRC.

**Shift End:** duties end after the Kids Race starts at 10:30AM, however we may need to reassign you to different areas (i.e. bike transition assistance).

**# of Volunteers Req'd.:** Nine (9) volunteers: three (3) groups of two (2) and (3) individual volunteer floaters to assist.

**Duties:** check-in all athletes on registration listing and hand out packet/goodie bag. 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 hand out the packet/goodie-bag. Instruct athletes to place their BIB numbers on the front of their clothing and their bike either on the front handle bars or bike frame.

**Special Notes:** **No walk up registration is permitted!** Official check-in of athletes for the Main Race begins at 5:45AM. Kids registration begins at 8:30AM. Athletes registered for the team event only, will be assigned the same BIB number. Direct athletes to bike transition area and find Body Marking Writer volunteers.

Individual athletes participating in the entire race that also signed up for the team competition will have their own BIB number but they must identify at time of registration on the Team Competition Form what leg of the race their time will be used (swim, bike, or run).

### **Athlete Greeters/General Information:**

**Parking Location:** Old Walgreens parking lot / Southwest corner of Janes Avenue & 83<sup>rd</sup> Street or Janes Avenue Soccer Fields by 7-Eleven

**Supervisor:** Katy Rush (Assistant Director)

**Check-in Time:** 5:15 AM. Check-in and pick up volunteer safety vest at Woodridge CRC.

**Locations:** In front of athlete check-in area and between athlete check-in and bike racks.

**Shift End:** duties end after the KiDs Race approximately 11:30 AM

**# of Volunteers Req'd.:** four (4) volunteers are needed for this position.

**Duties:** instruct athletes where to check-in and answer general event information.

**Special Notes:** Must be knowledgeable of event and general rules.

### **Award Medal Attendants:**

**Parking Location:** Old Walgreens parking lot / Southwest corner of Janes Avenue & 83<sup>rd</sup> Street or Janes Avenue Soccer Fields by 7-Eleven.

**Supervisor:** Tom Manno (Director of Awards)

**Check-in Time:** 6:45AM. Report to CRC to check-in with Volunteer Coordinator and pick-up safety vest. Report to Main Stage to pick up participation medals from Tom Manno

**Location:** Run Segment Finish Line.

**Shift End:** ends following the KiDs race @ approximately 12PM

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**# of Volunteers Req'd.:** three (3) volunteers are needed for this position, two (2) to hand out medals and one (1) to assist.

**Duties: Main Event:** hand participation medals to U13 athletes. **KiDs Race:** after runners cross finish line hand out participation medals and coordinate winning and hand out placement award medals.

**Special Notes:** do not leave your post until instructed by the Race Director.

**BIB # Body Marking Writers:**

**Parking Location:** Old Walgreens parking lot / Southwest corner of Janes Avenue & 83<sup>rd</sup> Street or Janes Avenue Soccer Fields by 7-Eleven

**Supervisor:** Debbie Mascitti (Director of Registration & Information)

**Check-in Time:** 5:30AM. Check-in and pick up volunteer safety vest at Woodridge CRC.

**Shift End:** duties end after the Kids Race starts at 10:30AM, however we may need to reassign you to different areas.

**# of Volunteers Req'd.:** Four (4) volunteers

**Duties:** Responsible for **legibly** writing with marker (*provided by Check-in Coordinator Debbie Mascitti*) athletes BIB #'s on both sides of athletes arms (outer bicep) and back of legs (calves). Instruct athletes to place (pin) their BIB number on the front of their clothing and place (zip ties) 2<sup>nd</sup> BIB number on their bike either on the front handle bars or bike frame. Following start of race help Course Marshalls (Transition Zone) with keeping transition areas clear of other athletes.

**Course Marshalls (Bike):**

**Parking Location:** park at assigned location except for location #1 – park at Old Walgreens parking lot / Southwest corner of Janes Avenue & 83<sup>rd</sup> Street.

**Supervisor:** Tony Fowler (Director of Bike Route Logistics)

**Check-in Time:** 6:15AM. Report directly to assigned locations. Supervisor will meet you at location to check-you in and hand you a volunteer safety vest. For locations #7 & #8 report to assignments by 10:30 AM.

**Locations:** #1 – WPD Maintenance Drive & I355 Frontage Road, #2 – Frontage Road & 83<sup>rd</sup> Street, #3 & #4 – Southwest corner 83<sup>rd</sup> Street & Woodward Avenue (2 volunteers), #5 - Southwest corner Woodward Avenue & Clover Lane, #6 – Southeast corner Clover Lane & Patrick Court (KiDs Event Only), #7 – Northeast corner Patrick Court & Peters Drive (KiDs Event Only), #8 – Peters Drive & Woodward Avenue, #9 – Westminster & Woodward Avenue, #10 - I55 Frontage Road & Woodward Avenue, #11 - Loews Theater Entrance Drive and Woodward Avenue, #12 – Loews Parking Lot and Main Parking Lot Exit Drive, #13 – Loews Main Exit Drive & Werch Avenue, #14 – Northwest corner Werch Drive and Woodward Avenue.

**Main Race Shift End:** if you were assigned a location on the Main Race route south of Peters Drive, your duties end after the Main Race approximately 8:30 AM, however you may be reassigned to assist on the KiDs Bike Route at Stations #8 & #9.

**KiDs Race Shift End:** if you were assigned a location on the KiDs Race route your duties end after the KiDs Race approximately 11:30 AM

**# of Volunteers Req'd.:** fourteen (14) volunteers are needed for this position.

**Duties:** direct bikers on designated route. Report any bikers that try to short cut the bike route immediately to

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

**Course Marshalls (Pool Transition Routes):**

**Parking Location:** Old Walgreens parking lot / Southwest corner of Janes Avenue & 83<sup>rd</sup> Street or Janes Avenue Soccer Fields by 7-Eleven

**Supervisor:** Mike Adams (Race Director)

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

**Locations:** #1 – Main Entrance to Cypress Cove, #2 – Main Pool/Bathhouse Exit, #3 – Main Pool Transition Exit Route @ Filter Building, #4 – Program Pool Queuing Line Entrance @ Parking Lot/Transition Area, #5 – Lazy River @ Northeast corner of Filter Building, #6 – Northwest Program Pool Gate access, #7 Program Pool Exit, #8 – Program Pool Satellite Concessions Building, #9 – Program Pool Transition Route at Access Gate.

**Shift End:** duties end after the KiDs Race approximately 11:30 AM

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

**Duties:** instruct athletes were to go access pool starts and 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.

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### **Course Marshalls (Run):**

**Parking Location:** locations #1-#4 park at Old Walgreens at 83<sup>rd</sup> & Janes Ave. / locations #5 - #6 park on Harcourt Drive west of Woodward Avenue.

**Supervisor:** Rob Girgis (Director of Run Route Logistics)

**Check-in Time:** 6:15AM. Report directly to assigned location on route. Supervisor will meet you at location to check-you in and hand you a volunteer safety vest.

**Locations:** #1 - Cypress Cove Entrance Drive & Jane Avenue Pathway, #2 – Southeast Corner Janes Avenue & 83<sup>rd</sup> Street, #3 – 83<sup>rd</sup> Street (southside) across from Piers Condo Entrance Drive, #4 – 83<sup>rd</sup> Street (northside) across from Piers Condo Entrance Drive, #5 - 83<sup>rd</sup> Street across from I-335 Frontage Road, #6- Northwest Corner Woodward Avenue & 83<sup>rd</sup> Street, #7 – Harcourt Drive & Woodward Avenue.

**Main Race Shift End:** if you were assigned a location on the Main Race route beyond the KiDs race ½ half way mark your duties end after the Main Race approximately 9:30 AM, however you can assist along the route for the KiDs race.

**KiDs Race Shift End:** if you were assigned a location on the KiDs Race route your duties end after the KiDs Race approximately 11:30 AM

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

**Duties:** direct runners on route and cheer them on. ½ way mark Course Marshall to record athlete BIB #'s. Report any runners that try to cut the route short immediately to your Supervisor. Hand out emergency water for athletes that are under duress.

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

### **Course Marshalls (Transition Zone):**

**Parking Location:** Old Walgreens parking lot / Southwest corner of Janes Avenue & 83<sup>rd</sup> Street or Janes Avenue Soccer Fields by 7-Eleven

**Supervisor:** Lee Robertson (Director of Transition)

**Check-in Time:** 5:30AM. Check-in and pick up volunteer safety vest at Woodridge CRC.

**Shift End:** duties end after the Kids Race approximately 12:00 PM

**# of Volunteers Req'd.:** One (1) at each end of each transition lane (4 lanes), two (2) in acceleration/deceleration bike zone.

**of Volunteers Req'd.:** ten (10) volunteers are needed for this position.

**Duties:** provide information to athletes, ensure only seven (7) bikes per rack on alternating sides of rack, keep spectators out from transition area, 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 transition starts for both bike and run.

**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.

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

### **Nutrition/Hydration Attendants (Main Site):**

**Parking Location:** Old Walgreens parking lot / Southwest corner of Janes Avenue & 83<sup>rd</sup> Street or Janes Avenue Soccer Fields by 7-Eleven

**Supervisor:** Sue Gram (Director of Hydration & Nutrition)

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

**Shift End:** duties end after the Kids Race approximately 12:00 PM

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

**Duties:** place fruit/snacks on table (do not cut fruit). Place water bottles in trough; retrieve ice from Cypress Cove Concessions ice machine. 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.

### **Parking Lot Attendants:**

**Parking Location:** park at assigned parking lot locations.

**Supervisor:** Ken Boehm (Director of Parking Logistics)

**Check-in Time:** 5:30AM. Report to CRC to check-in with Volunteer Coordinator and pick-up safety vest.

**Locations:** #1 – Cypress Cove Entrance Drive at Check-In, #2 – Cypress Cove Entrance Drive at Check-in, #3

– Orchard Hill South Parking Lot, #4 – Falconridge Park Parking Lot, #5 – Old Walgreens Parking Lot, #6 – Janes Avenue Soccer Fields Park Parking Lot, #7 - Janes Avenue Park Parking Lot.

**Shift End:** ends following the KiDs race @ approximately 12PM

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

**Duties:** safely coordinate parking lot ingress/egress traffic

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

### **Race Time Assistants (Swim / Bike / Run):**

**Parking Location:** Old Walgreens parking lot / Southwest corner of Janes Avenue & 83<sup>rd</sup> Street or Janes Avenue Soccer Fields by 7-Eleven

**Supervisor:** Katy Rush (Asst. Director & Director of Timing)

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

**Shift End:** duties end after the Kids Race approximately 12:00 PM

**# of Volunteers Req'd.:** Twelve (12) volunteers are needed for this position. #1 Main Pool Start BIB Recorder, #2 Main Pool Start Timer Starter, #3 Main Pool Exit Recorder, #4 Main Pool Exit Time Clicker, #5 Program Pool Start Recorder, #6 Program Pool Start Timer Starter, #7 Program Pool Exit Recorder, #8 Program Pool Exit Time Clicker, #9 Bike Finish Line Recorder, #10 Bike Finish Line Timer Clicker, #11 Run Finish Line Recorder, #12 Run Finish Line Time Clicker, #13 Run Finish BIB Tag Collector.

**Duties:** volunteers are assigned in pairs. One volunteer is required to document the athlete's BIB number and their partner volunteer is required to click the computerized clicker as the athlete crosses the finish line of their respective leg of the race. An official Racetime, Inc. employee will oversee each timing area.

**Special Notes:** After initial check-in report to the diving board at the Main Pool at 6:15AM for additional instructions/training by the Race Time Coordinator. Volunteers shall be posted at their positions at 6:45AM for the Main Event and at 10:15AM for the Kids Event. Volunteers shall remain at their post until instructed to leave by the Race Director.

the Supervisor. Hand out emergency water for athletes that are under duress.

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

### **Security:**

**Parking Location:** Old Walgreens parking lot / Southwest corner of Janes Avenue & 83<sup>rd</sup> Street or Janes Avenue Soccer Fields by 7-Eleven

**Supervisor:** Mike Adams (Race Director)

**Check-in Time:** 5:15AM. Check-in and pick up volunteer safety vest at Woodridge CRC.

**Locations:** #1 – Main Athlete Check-in Gate, #2 – Center Island Gate (Run Transition Lane), #3 – Vendor Gate, #4 Vendor Area to Bike Transition Gate, #5 – WPD Maintenance Crosswalk to Program Pool Area,.

**Shift End:** duties end after the KiDs Race approximately 11:30 AM

**# of Volunteers Req'd.:** five (5) volunteers are needed for this position.

**Duties:** keep spectators/non-athletes from entering bike transition area. **Special Notes:** for emergency assistance blow provided whistle three long blows to alert pool life guard staff/EMS call 630/719-4740 or 911.

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

### **Swim Pool Lane Marshalls:**

**Parking Location:** Old Walgreens parking lot / Southwest corner of Janes Avenue & 83<sup>rd</sup> Street or Janes Avenue Soccer Fields by 7-Eleven

**Supervisor:** Amanda Nichols (Main Pool Co-Director of Swim Logistics / Program Pool) – Co-Director of Swim Logistics)

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

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

**Shift End:** duties end after the KiDs Race approximately 11:30 AM – approximately 2.5 hour break between races.

**# of Volunteers Req'd.:** ten (10) volunteers are needed for this position.

**Duties:** instruct swimmers which lane to swim in, observe and report any swimmers that cut short the swim to Supervisor.

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

**Swim Queuing Line Information Attendants:**

**Parking Location:** Old Walgreens parking lot / Southwest corner of Janes Avenue & 83<sup>rd</sup> Street or Janes Avenue Soccer Fields by 7-Eleven

**Supervisor:** Amanda Nichols (Main Pool Co-Director of Swim Logistics / Program Pool – Co-Director of Swim Logistics)

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

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

**Shift End:** duties end after the KiDs Race approximately 11:30 AM – approximately 2.5 hour break between races.

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

**Duties:** que swimmers according to BIB numbers in consecutive order. Report any discrepancies (i.e. missing BIB #'s) immediately to Supervisor. Supervisor shall instruct MC/PA announcer of missing athlete to report. 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 allowed. Answer any questions regarding swim lane configuration and transition route.

**Traffic Coordinators:**

**Parking Location:** park at assigned location except for #1 – park at Old Walgreens @ Janes Ave. & 83rd.

**Supervisor:** Tony Fowler (Director of Bike Route Logistics)

**Check-in Time:** 6:15AM. Report directly to assigned locations. Supervisor will meet you at location to check-you in and hand you a volunteer safety vest. For locations #7 & #8 report to assignments by 10:30 AM.

**Locations:** #1 – Piers Condo Entrance Drive, #2 – Harcourt Drive & Woodward Avenue, #3 – North COSTCO Entrance Drive & Woodward Avenue, #4 – South COSTCO Entrance Drive & Woodward Avenue, #5 – Shell Gas Station Drive & Woodward Avenue, #6 – Waterford Lane & Woodward Avenue, #7 - Prairie Lane & Woodward Avenue, #8 - Murphy Road & Woodward Avenue.

**Shift End:** positions #1 - #5 ends following the KiDs race @ approximately 11:30 AM, positions #6 - #8 ends at the end of the Main Race @ approximately 9:30 – 10AM.

**# of Volunteers Req'd.:** eight (8) volunteers are needed for this position.

**Duties:** safely coordinate ingress/egress traffic from side streets to Woodward Avenue. Position #1 shall safely direct vehicular traffic from development to 83<sup>rd</sup> Street. 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.

**Volunteer Check-in Attendant (CRC):**

**Parking Location:** park at Community Resource Center

**Supervisor:** Holli Wetta (Gina Cunningham Picek & Jim Picek)

**Check-in Time:** 5AM. Report directly to CRC.

**Location:** Community Resource Center

**Shift End:** 5AM – 12PM.

**# 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.

**Water Station Attendant (Run Route):**

**Parking Location:** park at assigned location except for #1 – park at Old Walgreens @ Janes Ave. & 83rd.

**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.

**Locations:** #1 – Main Pool Transition Exit, #2 – Program Pool Transition Exit, #3 – Main Transition Area to Run Start, #4 – Cypress Entrance Drive and Janes Avenue Pathway, #5 – KiDs Event ½ way mark, #6 - Main Event ½ way mark.

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**Shift End:** positions #1 - #5 ends following the KiDs race @ approximately 11:30 AM, positions #6 ends at the end of the Main Race @ approximately 9:30 – 10AM.

**# of Volunteers Req'd.:** twelve (12) 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.

**Water Station Attendant (Bike Route):**

**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 at Loews Theater, #2 – KiDs Event ½ way mark at Patrick Court.

**Shift End:** positions #1 ends following the Min race @ approximately 9:30 AM.

**# of Volunteers Req'd.:** four (4) 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. Once Main Event bike course is complete when instructed by Supervisor, volunteers will relocate to KiDs race ½ way mark watering location on Patrick Court. For emergency assistance/EMS call 9-1-1 and your Supervisor.

**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.

**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.

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