

# Aldryngton PTA Try-a-Tri - Parent Roles

## Saturday 10<sup>th</sup> June 2017

### Instructions for Parent Helpers

**Thank you** for volunteering to help out! These events cannot go ahead without the help of enthusiastic parent volunteers like you!

Here is a guide to marshalling/organisation for each section of the triathlon. Please read the instructions thoroughly before the day. On the day itself, please refer to the section leader for additional information.

#### Indicative Programme: Team Triathlon

Team Groups	Arrival & Registration	All Bikes Racked	Race Briefing	Swimmers Line Up	Cyclists Line Up	Runners Line Up	Last Finishers	Medals & Photos	Trophies & Results
Lower	11.00-11:30	11:35	11:40	12:15	12:15	12:20	12.50	12:55	16:00
Middle	12:30-13:00	13:05	13:10	13:45	13:45	13:55	14:25	14:30	16:00
Upper	14:00-14:30	14:35	14:40	15:15	15:15	15:30	15:50	15:50	16:00

Lead on the day: **Richard Townend & Gavin Marsh**

Administration: **Nicola Werro, Erika Augusti, Liz Parsons, Vicki Adams, Michaela Thomas**  
 Flyer & Sponsorship Form  
 Communications  
 Collating and sorting entries  
 Building incomplete teams  
 Allocating volunteers to roles  
 Welcome Booklet for participants  
 Helper Booklet for volunteers  
 Collecting and sorting sponsorship money

First Aiders: Lead - **Judith Burchardt**, Location: Wooden Gazebo  
**Kirsty Scott**, Location: Swimming Pool

Catering Lead: **Nigel Coleman**

Bar & Snacks Lead: **Amanda Bates**

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## Registration

**Lead: Erika Augusti & Liz Parsons**

Helpers:

### Team events

Registration will take place in Mrs Gregory's classroom at the following times:

	<b>Registration</b>	<b>Bikes racked by</b>	<b>Race Briefing</b>
Lower School	11.00-11:30	11:35	11:40
Middle School	12:30-13:00	13:05	13:10
Upper School	14:00-14:30	14:35	14:40

**Please arrive approximately 15 minutes early to allow for a prompt start and to ensure that everyone knows what they are doing!**

There will be a separate list for each year group (the vast majority, if not all, of the teams are comprised of children from a single year group) and for mixed year-group teams.

You will need writing pens, self-adhesive address labels, highlighters and marker pens.

1. Check each child's name off on the appropriate list. We've asked that whole teams register at the same time for convenience (but this might not happen!).
2. Strike through the whole team once all three team members have registered, to make identifying gaps easier!
3. Write team race number on every child's arms in marker pen.
4. Write the race number on a swimming cap in marker pen and give this to the swimmer.
5. Cyclists are to be given a sticky label with the number on. This is to go on the handlebars of their bike.
6. Remind all children to attend the race briefing at the appropriate time (11:40 for Lower School, 13:10 for Middle School, and 14:40 for Upper School).
7. Remind cyclists to take their bike round to the bike racks near the swimming pool before the race briefing.

If a team member has not turned up by the end of registration (or we have been told that he/she can't make it), a stand-in will need to be found.

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## Timekeeping

**Leads: Tim Cranfield**

Helpers: Ronan Jamieson, Simon Feist

The objective is to record the times taken for each stage of the triathlon in order to determine the fastest team and individual for each age group.

Lower School Team Event: 11:00 – 12:50

Middle School Team Event: 12:30 – 14:25

Upper School Team Event: 14:00 – 15:50

**It would be very helpful if timekeepers could commit to their stage for as long as possible** (ideally the whole day).

Each stage of the triathlon will be timed, the start and end time of the entire 3 stage event will also be recorded (i.e. from the start of the swimming until the end of the running). This overall time will be used to determine the winning teams.

Before the start of the event, all the stopwatches will be synchronised. It is VITAL that all the watches are synchronised as this is essential for the timing technique we are going to use. Very simply put - we need one person to call out the times and another person to write them down on the paper provided. An example is given below:

Person 1 - "Team L01 start time 09:45:32"

Person 2 - enters this onto the paper in the correct column as L01 (Team) and 09:45:32 (Start)

Person 1 - "Team L01 finish time 10:12:12"

Person 2 – enters this onto the paper in the correct columns as L01 (Team) and 10:12:12 (Finish)

It is VITAL ALL times are recorded correctly and include **Hours, Minutes and Seconds**.

Each start time must have a corresponding finish time, so as the races progress and more children enter the section, there is a need for the timers to keep track of all children starting and finishing. This is why it is best if one person watches and the other records. The same method is used for each stage.

Once each stage is complete all the times need to be taken to the Results Tent so that they can be entered into a spreadsheet.

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## Transitions

**Lead: Event Leaders Richard Townend and Gavin Marsh**

**Section Leaders Kirsty Scott (swimming), Patrick Werro (cycling), Ian Parsons (running)**

Helpers: TBC, if you can help please talk to a Lead contact to volunteer

Lower School Team Event: 11:00 – 12:50

Middle School Team Event: 12:30 – 14:25

Upper School Team Event: 14:00 – 15:50

Marshals assisting with the transition phases will be guiding the children between the end of one stage and the start of the next.

Key marshalling duties will include:

- Ensuring swimmers walk to tag their team cyclist
- Warning the cyclist to get ready to be tagged by their swimmer
- Helping cyclists find their bikes and checking their helmets are properly fastened
- Guiding cyclists to the cycle start line
- Ensuring runners wait in the transition zone until tagged by their cyclist

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## Swimming

### **Lead: Kirsty Scott**

Helpers: Emily Counihan & Guy Linton

#### **Lower School Team Event:**

Timings: 11:00 – 12:50

Distance: 3 widths

Number of Marshals required: 3

Equipment needed: 1 whistle, 1 stopwatch and timesheet.

1. Two competitors will start in the water, by the steps at the shallow end of the pool.
2. Starter Marshal 1 will count backwards from 10 and the swimmer will go on the count of 1.
3. Marshal 2 will ensure the swimmer completes 3 widths and help the swimmer out of the pool at the end.
4. Marshal 3 will time how long the swimmer took to complete the three widths.
5. Repeat until all competitors have finished.

#### **Middle School Team Event:**

Timings: 12:30 – 14:25

Distance: 5 lengths

Number of Marshals: 5

Equipment needed: 1 whistle, 2 stopwatches and timesheet.

1. Three Competitors will start in the water at the same time at the deep end, one swimmer by one wall and one swimmer by the opposite wall.
2. Starter Marshal 1 will count backwards from 10 and the swimmers will go on 1.
3. Marshals 2 and 3 will ensure the swimmers complete 5 lengths of the pool and help the swimmers out of the pool at the end.
4. Marshals 4 and 5 will time how long the swimmers took to complete their 5 lengths.
5. Repeat until all competitors have finished.

#### **Upper School Team Event:**

Upper School Team Event: 14:00 – 15:50

Distance: 7 lengths

Number of Marshals: 5

Equipment needed: 1 whistle, 2 stopwatches and timesheet.

1. Three Competitors will start in the water at the same time at the deep end, one swimmer by one wall and one swimmer by the opposite wall.
2. Starter Marshal 1 will count backwards from 10 and the swimmers will go on 1.
3. Marshals 2 and 3 will ensure the swimmer completes 7 lengths of the pool and help the swimmers out of the pool at the end.
4. Marshals 4 and 5 will time how long the swimmers took to complete their 7 lengths.
5. Repeat until all competitors have finished.

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## Cycling

**Lead: Patrick Werro**

Helpers: Pete Maskell, Danny Barrett, Ian Whitney, Chris Rock, Richard Townend

The objective for parent helpers is to make sure that all bikes are in the transition zone for each wave of children, help children get their bike and finally return bikes to holding area after they have been used.

	<b>Bikes in holding area by</b>	<b>Bikes racked up by</b>	<b>Cyclist line up</b>	<b>Number of Laps</b>
Lower School	11:00	11:35	12:15	1
Middle School	12:30	13:05	13:45	2
Upper School	14:00	14:35	15:15	3

**1. Pre-race**

Ensure all bikes are in the appropriate holding area on the field for lower, middle or upper school competitors. Identify bikes required for wave of children competing and move them from the holding area to the bike racks next to the swimming pool prior to race start. Check helmets are properly fastened onto child's head.

**2. During the race**

As soon as cyclists are tagged by their swimmer teammate, identify the correct bike based on their number for the cyclist to take to the cycling starting line.

Marshalling duties will consist of

- keeping the children on course
- encouraging or assisting them as required
- keeping spectators at a safe distance from the course
- keeping count of laps completed
- distribute an elastic wristband to the cyclist on completion of each lap (not required for lower school).
- guide cyclists to find and tag the runner in their team.

**3. Post race**

As children complete the race and leave their bike in the transition area, remove the bike and return back to the appropriate holding area on the field.

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## Running

**Lead: Ian Parsons**

Helpers: Anthony Marsden, Ivan Harding, Ravi Vakada

	<b>Runners line up</b>	<b>Medal and photos at</b>	<b>Number of laps</b>
Lower School	12:20	12:55	1
Middle School	13:55	14:30	2
Upper School	15:30	15:50	3

Marshalling duties will consist of

- keeping the children on course
- encouraging or assisting them as required
- keeping spectators at a safe distance from the course
- keeping count of laps completed
- distributing an elastic wristband to each competitor on completion of each lap (not required for lower school)
- guide runners to the event finish line to re-join their teammates for medals and photos.