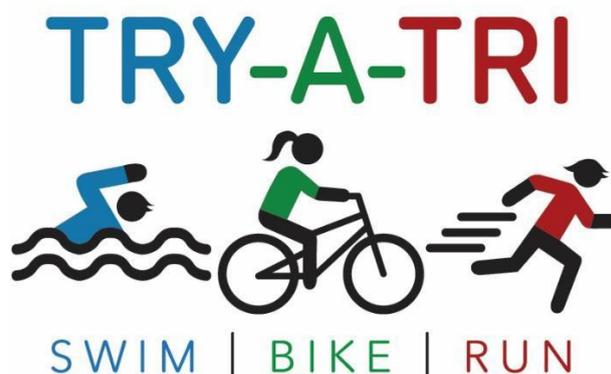


# Instructions for Parent Helpers

Saturday 15<sup>th</sup> June 2019



**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 highlighted below for additional information.

**Event Lead:** Gavin Marsh  
**Briefings Lead:** Richard Townend  
**Safety Officer:** Simon Feist  
**First Aiders:** Dr Mitesh Tripathi (11am-1pm), Dr Debbie Abbott (1-3pm)

**Route;** All parent helpers should refer to the map and familiarise yourself with the route.

**Risk Assessment;** All parent helpers must read the risk assessment and familiarise yourself with the safety measures in place including who the first aiders are, location of the first aid station and any emergency procedures.

## Indicative Programme:

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

## REGISTRATIONS:

**Lead: Erika Augusti**

**Helpers:**

LS - Priya Gupta, Anil Madineni, Shweta Bist, Vani Nuti,

MS - Shalini Jeevanigi, Amanda Whitney, Montse Maqueda,

US - Caroline Hallam-Baker, Jess Langdon, Amanda Whitney

**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.

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 child's arms.
4. Write the race number on a swimming cap 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 identified.

## TIMEKEEPING:

### Leads: Tim Cranfield

Helpers:

**SWIM** - Uma Jayaraman, Giuliano Ghidini/Sarah Byrne, Alison Paine

**BIKE** - Rob MacIndoe, Nick Maria, Priya Gupta – helping at registration for LS, from 12 onwards,

**RUN** - Sudhakar Bhandari LS only, Nick Wickens all day

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 – 13:00

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

Upper School Team Event: 14:00 – 16:00

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

For each stage of the triathlon will be timed and the start and end time of the entire 3 stage event will be also 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 down them 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 One - "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.

## **TRANSITIONS:**

### **Lead: Craig Beach + Ronan**

Helpers: Sandeep Jaryal, Olga, Sathish Kumar

Lower School Team Event: 11:00 – 13:00

Middle School Team Event: 12.30 – 14:30

Upper School Team Event: 14:00 – 16:00

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:

- Ensure swimmers are lined up against the fence outside the pool area in number order
- After their swim, ensure swimmers walk to tag their team cyclist
- Help cyclists find their bikes and check their helmets are properly attached
- Guide cyclists to the cycle start line
- Help cyclists after their race to tag their team runner
- Ensure runners wait in the transition zone until tagged by their cyclist
- After their run guide runners to rejoin their team mates

## **SWIMMING:**

### **Lead: Emily Counihan**

Helpers: Lynn Murphy, Sarah Daly, Natalie Walker, Sarah Byrne

#### **Foundation & Lower School Team Event:**

Start Time: 11:00- 12:45

Number of Widths: 3 widths

Number of Marshals required: 5

Equipment needed: 2 whistles, 2 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. Marshal 1 to wear a whistle.
3. Marshal 2 will ensure the swimmer completes 3 widths and help the swimmer out of the pool at the end.
4. Marshals 3 & 4 will time how long the swimmer took to complete the three widths.
5. Marshal 5 will life guard the pool, whistle to be warn.
6. Repeat until all competitors have finished.

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

Start time: 12:30 – 14:15

Number of Lengths: 3 lengths

Number of Marshals: 6

Equipment needed: 2 whistles, 3 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 the count of 1. Marshal 1 to wear a whistle.
3. Marshal 2 will ensure the swimmers complete 3 lengths of the pool and help the swimmers out of the pool at the end.
4. Marshals 3, 4 and 5 will time how long the swimmers took to complete their 3 lengths.
5. Marshal 6 will life guard the pool, whistle to be warn.
6. Repeat until all competitors have finished.

#### **Upper school**

Start Time: 14:00 – 15:45

Number of Lengths: 7 lengths

Number of Marshals: 6

Equipment needed: 2 whistles, 3 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 the count of 1. Marshal 1 to wear a whistle.
3. Marshal 2 will ensure the swimmers complete 7 lengths of the pool and help the swimmers out of the pool at the end.
4. Marshals 3, 4 and 5 will time how long the swimmers took to complete their 7 lengths.
5. Marshal 6 will life guard the pool, whistle to be warn.
6. Repeat until all competitors have finished.

## CYCLING:

### Lead: Patrick Werro

Helpers: Veena Balaji, Rambabu Boorugu,  
 US only - Vidya Sagar Gurung

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

**IMPORTANT SAFETY NOTICE:** Bicycles must be safe and roadworthy. All bikes must be safety checked and those deemed unsuitable will not be allowed to be used at the event. Check helmets are properly fastened.

### 2. During the race

Keeping the children on course.

Encourage or assist children as required.

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.

### 3. Post race

As children complete the race and leave the bike in the transition area, remove the bike back to the appropriate holding area on the field. Guide Cyclists to tag their runner. Guide cyclists to the event finish line to rejoin their teammates for medals and photos.

## RUNNING:

### Lead: David Spedding

Helpers: Mark Rodwell, Vidya Sagar Gurung, Sathish Kumar, Rohini Koduri

US only - Richard Hallam-Baker

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

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 rejoin their teammates for medals and photos.

## SAFETY & FIRST AID:

### Lead: Simon Feist

First Aiders: Dr Mitesh Tripathi (11am-1pm), Dr Debbie Abbott (1-3pm)

## BBQ:

### Lead: Nigel Coleman

Helpers: Nick Escudero, Odile Janne, Pete Maskell, Steve Langdon, Paul McMillan

## BAR & SNACKS:

### Lead: Amanda Bates

Helpers: Fiona Grant, Jo Veltmeyer, Michaela Thomas

## CANDY FLOSS:

### Lead: Jason Sutton

Helpers: Shambu Maddi, Sabine Bickle (1pm)