



Volunteer Letter

Thank you for your interest in volunteering for the 4th Annual LARA Sprint Triathlon on August 15, 2009. Great race information can be found at www.lewisburgtriathlon.com.

This letter is to inform you of the opportunities we have available to you as a volunteer. There is no experience necessary. Let's make this a safe and fun event for everyone!

Following are the requirements for ALL volunteer positions:

- Attend an **orientation meeting** on **SUNDAY AUGUST 2, 2009 5-6PM** @ the LEWISBURG ICE RINK
- Must be able to work outside for several hours at a time.
- Provide your own transportation to and from event.
- Wear a race t-shirt and/or hat provided by the race committee
- **Most importantly** encourage our participants by cheering, smiling, motivating, etc in order to make this a positive and safe event.

Following are the volunteer positions and number of expected volunteers needed for each position. There may be additional responsibilities on race day. Carefully review the duty descriptions and note any required qualifications below. Thanks!!

Athlete registration -7

- Report to: Registration Coordinator-
- Week prior to event-Staff participant goodie bags
- Week prior to event-Organize athlete numbers, pre-registration numbers and chip timing
- Day of event-man registration and pre-registration table
- Hand out goody bags, timing chips and verify correct athlete information
- Direct athletes to appropriate registration areas
- Body mark athletes-Volunteers use permanent markers to mark the athlete's race number and age on his/her leg and arm prior to the swim start.
- Help tear-down registration area once all athletes registered
- Shift: 6:00 AM – until end of registration period

Finish Line Crew – 6

- Report to: Finish Line Coordinator
- Volunteer duty includes retrieving timing chips off the athletes as they cross the finish line.
- Must be assertive!
- Direct athletes to food tent.
- Shifts: 8:00 AM –end of race approx. 1pm

Athlete Food Tent - 3

- Report to: Food Coordinator LISA BODEN
- These individuals serve food to athletes after completion of race. The athlete food tent is located in the Ice Rink near the finish line.
- Shifts: 9:00 AM– end of race approx. 1pm

General Assistants - 3

- Report to: Race Director/Asst. Race Director TARA MICHAELS/MICHELLE SIMONS
- Help athletes find bathrooms, registration table, food tent etc.
- Rove from volunteer to volunteer to check on stations
- Shifts: 6:30AM-11AM and 11AM –3:30 PM or end of race

Last Updated March 10, 2008

Course Clean Up -

- Report to: Clean Up Coordinator TARA MICHAELS
- A group of volunteers is needed to sweep the run and bike courses as well as pick up garbage left behind by athletes and spectators after the completion of the event.
- Shifts: 12:00 PM-until venue is clean

Swim Course Pointer – 4

- Report to Swim Course Captain LAURIE SCHERER
- Maintain order in the pool area
- Direct athletes to transition area after completion of swim
- Clean pool area
- Shifts: 7:30AM-completion of swim portion of the event

Run Course Pointers – 4

- Report to: Run Course Captain BETH FAUBLE
- The primary role is to "Point" the runners in the proper direction and to ensure athletes stay on the designated racecourse. You will be stationed at a turn, corner, or intersection along the run course to help direct the athletes to stay on the run course. Major intersections will have police support to direct vehicular traffic. The day will be broken into different shifts for each area. ***You will have the ability to sign up for a specific intersection when registering to volunteer. If you are unsure of the exact location of the intersection, you will receive more information and a map at a later date.*
- Station aides 2 per station/ 2 stations- Distribute water to athletes along the course
- Cheer athletes as they go by
- Shifts: 8:00AM– end of race approx. 1pm

Bike Course Pointers- 10

- Report to: Bike Course Captain SHEILA PACKER
- The primary role is to "Point" the bikers in the proper direction and to ensure athletes stay on the designated racecourse. You will be stationed at a turn, corner, or intersection along the bike course to help direct the athletes to stay on the run course. Major intersections will have police support to direct vehicular traffic. The day will be broken into different shifts for each area. ***You will have the ability to sign up for a specific intersection when registering to volunteer. If you are unsure of the exact location of the intersection, you will receive more information and a map at a later date.*
- Cheer athletes as they go by
- Shifts: 7:30AM– end of race approx. 1pm

Parking Attendants -6

- Report to: Parking Coordinator DAVID MICHAELS
- Direct athletes and spectators to parking and race venue
- Must be assertive!
- Shifts: 6:30AM – 8 AM

Transition Area Support -4

- Report to: Transition Area Coordinator TREY CASIMIR
- Help set-up transition area, maintain safety in and breakdown transition area
- Secure transition area and allow only athletes to enter
- Must be assertive!
- Clean up transition area
- Shifts: 6:00AM- end of race approx. 1pm

Feel free to call Lee Spangler at 570-524-9407 or the LARA office at 570-524-447.

Thanks again!

3rd Annual LARA Sprint Triathlon Volunteer Position Selection

Please rank your top three volunteer choices and shift times. If you have any restrictions or requests please list below. We will do our best to accommodate you. We will contact you in mid-June early July to give you your volunteer assignment. Please **return form** to the **LARA Office Attn: Lee Spangler at 629 Fairground Road Lewisburg, PA 17837**. Call Lee at 570-524-9407, the LARA office at 570-524-4774 or email tara@golara.org with any questions.

POSITION	SHIFT	RANK
Athlete Registration	6:00AM –End of registration period	
Finish Line Crew	8:00 AM – End of Race	
Athlete Food Tent	9:00 AM – End of Race	
Course Clean Up	12:00 PM – End of Clean Up	
Swim Course Pointer	7:30AM-Completion of swim	
Run Course Pointers	8:00 AM– End of Race	
Bike Course Pointers	7:30 AM– End of Race	
General Assistants	6:30AM- End of Race	
Parking Attendants	6:30AM – 8:00AM	
Transition Area Support	6:00AM- End of Race	

Print Name _____ Home Phone _____ Cell Phone _____

Street Address _____ City, State Zip _____ Email _____

Emergency Contact _____ Contact Phone Number _____ T-shirt Size (s,m,l or xl) _____

ACKNOWLEDGMENT AND RELEASE

The undersigned has freely offered, on a voluntary basis, his/her services to assist in connection with the **3rd Annual LARA Sprint Triathlon** activities being conducted by the Lewisburg Area Recreation Authority (LARA) at the Lewisburg Community Park and surrounding areas. The undersigned specifically acknowledges that he/she is a volunteer and not an employee or subcontractor of LARA. The undersigned further acknowledges that certain dangers and risks are inherent in connection with the contemplated volunteer services. The undersigned understands that he/she is not eligible for Workers' Compensation coverage or any other benefit from LARA. The undersigned does hereby release and forever discharge LARA, its officials, employees and all sponsors from any and all claims, demands or causes of action heretofore or hereafter arising or relating to his/her involvement in connection with or any damage or injury that may occur in connection with the undersigned providing volunteer services in connection with LARA's Sprint Triathlon.

The undersigned does hereby knowingly, voluntarily, and willingly execute this Release as of this _____ day of _____ 20____ .

IN WITNESS WHEREOF: _____ Signature

_____(Name)
 _____(Title/Position)
 _____(Date)

