

MAPLE GROVE TRIATHLON
VOLUNTEER



MAPLE  GROVESM

Volunteer Handbook

4th Annual, August 24, 2013

Weaver Lake Park, Maple Grove, MN



A USA Triathlon Sanctioned Event

RACE DIRECTOR WELCOME

Greetings MG TRI Volunteers,

We are delighted to host the fourth annual Maple Grove Triathlon with you on our *Dream Team!* You are part of an award winning team as the Maple Grove Triathlon has earned a top five spot on the "2010 and 2011 Triathlete's Choice Race of the Year."

Here's what makes the Maple Grove Triathlon one not to be missed in 2013!

ATHLETE-FOCUSED

- **Accessible** to elite, avid and amateur athletes * *attractive to all*
- **Late-season** event date * *anticipated late-season event with minimal competing events*
- **Professional** * *sanctioned by USA Triathlon and former host of 2010 Ironman World Champion Chris McCormack and other notable Elite athletes*

SPECTATOR-FRIENDLY

- **Local** event = short drive * *significant number of local residents expected to attend*
- **Convenient** parking * *captive audience*
- **Kids' activities** for spectators to support their athlete * *family friendly*

COMMUNITY AT THE CORE

- **Giving back** * *portion of proceeds donated to build sustainability of local organizations*
- **Maple Grove brand** * *local exposure among families with discretionary income*
- **Community tradition** * *developed to become a favored annual community event*

Your role on August 24 is incredibly valuable as we host a memorable event that showcases the best of Maple Grove! From the parking lot to the finish line, each volunteer represents the face of the event and unites to create that irresistible experience. We ask that you have fun while being your best, take pride in your role and offer your highest level of customer service in the same fashion you'd like to be treated to. By accomplishing this together, we'll be successful.

As part of our team, you're surrounded by a community of Maple Grove leaders, business sponsors, other volunteers and athletes each pursuing a unique dream while "daring to TRI." While some dare to set a personal record, some dare to cross the finish line after battling weight loss. We hope you walk away with an outstanding sense of pride in our community and helping others reach their goals.

Thank you for sharing your time with us on this historic day – let's make it another one for the record books!

CHEERS,

Lindsey Kurhajetz
Founder

Hessam Salim
Race Director



ABOUT MG TRI

On **Saturday, August 24, 2013**, 1,500 triathletes will make history during the fourth annual Maple Grove Triathlon. The adrenaline junkies include nearly an equal number of men and women who represent ages 12 – 83! The convenient northwest metro location in Maple Grove’s Weaver Lake Park creates a highly accessible event for elite, amateur and new athletes to compete in one of the fastest growing sports in the country.

Dare to Sprint (short course):

Swim: .3 miles/.48 km

Cycle: 14 miles/22.5 km

Run: 3 miles/4.8 km

The International Dare (long or International course):

Swim: .9 miles/1.44 km

Cycle: 26 miles/42 km

Run: 6.2 miles/10.0 km

Awards



The Maple Grove Triathlon places great importance on rewarding athletes for their success when reaching the finish line. Each athlete who completes the race will be awarded with a custom finisher medal made from pure stainless steel – an incredible piece of race hardware and memento of the Maple Grove Triathlon!



The Maple Grove Triathlon is also proud to award the top three male and female triathletes in each age category for the International and Sprint events with a custom pottery piece designed by a local potter, John Steger, from Riverwest Potteryworks.

Pre-Race

Friday, August 23

12:00-7:00pm

Packet Pick-Up & Sports Expo, Weaver Lake Park

Race Day

Saturday, August 24

5:00 AM

Welcome racers! Transition area opens. Athletes have easy options for getting to and parking at the event. See drop-off and parking options on page 6. Please note that street parking is not allowed.

5:00 AM – 6:30 AM

Special request packet pick-up only.

5:00 AM – 7:00 AM

Body Marking

6:00 AM – 6:55 AM

Swim Warm-Up

7:00 AM – Noon (Estimated)

Sports Expo

Athletes and spectators are invited to visit more than 20 vendor booths appearing in our sports expo! Pick up a copy of our Sports Expo Passport at Race Headquarters and have your “passport” stamped at each vendor booth for a chance to win a variety of special prizes! The Passport is valid both Friday and Saturday.

7:00 AM (Transition Area Closes)

The Maple Grove Triathlon asks all triathletes to adhere to our closed transition policy to ensure a smooth event and prompt race start. A soft close of the transition area will begin at 6:45 AM. The transition area will be monitored closely by volunteers, but will not be responsible for lost or stolen items.

7:00 AM

Mandatory Pre-Race Briefing and Opening Ceremonies @stage for Sprint and International

7:30 AM (USAT Midwest Collegiate Qualifier Start)

7:34 AM (International Start)

8:12 AM (Sprint Start)

11:00 AM (or when all athletes are off the bike course)

Transition Area Opens for Sprint & International

11:15 AM (Estimated)

Awards Presentation Begins

Race Day Check-In & Report Times

*Park Volunteers

- Race Headquarters : Information Tent : 4:15 AM (Tiffany Berenberg)
- Site Ambassadors : Weaver Lake Upper Parking Lot : 4:15 AM (Kelly Donahue)
- Site Ambassadors : Weaver Lake Drive Side Entrance : 4:30 AM (Kelly Donahue)
- Transition Area : Bike Park/Parking Lot : 4:30 AM (Jill Monahan)
- Body Marking : Park Hill : 4:30 AM (Brie Nodgaard)
- Swim Course : Weaver Lake Beach : 6:30 AM (Va Sadrzadeh, Christa Heckman)
- Spectator Control : Race Headquarters/Information Tent: 7:00 AM (Kelly Donahue)

***Note: If your assigned role is completed early, please report back to Race Headquarters to be assigned to your next duty.**

Bike Course Volunteers

- Motorcycle Escorts : Weaver Lake Main Parking Lot : 7:00 AM (Lindsey Kurhajetz)
- First & Last Motorcycle : Weaver Lake Main Parking Lot : 7:00 AM (Lindsey Kurhajetz)
- Bike Course : Report to Assigned Location : 7:15 AM (Kelly Donahue)
- Sprint Bike Aid Station : Report to Assigned Location : 7:00 AM (See Specifics on Job Description) (Kelly Donahue)
- International Bike Aid Station : Report to Assigned Location : 7:15 AM (See Specifics on Job Description) (Kelly Donahue)

Run Course Volunteers

- Water Station 1 : Report to Assigned Location : 8:15 AM : See Specifics on Job Description (Kelly Donahue)
- Water Station 2 : Report to Assigned Location : 8:20 AM : See Specifics on Job Description (Kelly Donahue)
- Water Station 3 : Report to Assigned Location : 8:25 AM : See Specifics on Job Description (Kelly Donahue)

Parking

(See page 6 for complete directions)

Parking will not be allowed in the Weaver Lake Park main lot or along Weaver Lake Drive.

Volunteers working in Weaver Lake Park will receive a parking pass to park in the Weaver Lake Park upper lot (by tennis courts) located on 82nd Avenue North (with overflow volunteer parking available on the opposite side of the street from the tennis courts along 82nd Avenue North). Please try to carpool with other volunteers if possible.

Bike and run course volunteers should park near their assigned course location parking safely where the area allows.

1. Participant Drop-Off

Weaver Lake Park Upper Lot Entrance

Here, participants can prepare and unload their gear close to the park without the rush of parking and walking. Volunteers in this area will direct participants to the Transition Area and drivers will be directed to park at Boston Scientific.

From 94 West

Exit on Weaver Lake Road, turn left and go west across the bridge. Drive approximately 1.6 miles to Dunkirk Lane. Turn left at the stop light, drive past the main park entrance .4 miles to the stop sign at 82nd Avenue North. Turn right on 82nd Avenue North and drive .4 miles to parking lot entrance on your right.

From 94 East

Exit on Weaver Lake Road, turn right and go west. Drive approximately 1.6 miles to Dunkirk Lane. Turn left at the stop light, drive past the main park entrance .4 miles to the stop sign at 82nd Avenue North. Turn right on 82nd Avenue North and drive .4 miles to parking lot entrance on your right.

2. Weaver Lake Elementary School - PARTICIPANTS ONLY

15900 Weaver Lake Road

Maple Grove, MN 55311

Participants can easily park in the Weaver Lake Elementary School lot and walk just blocks to the park entrance. An estimated 10 minutes should be planned to park and walk.

From 94 West

Exit on Weaver Lake Road, turn left and go west across the bridge. Drive approximately 1.1 miles to the school on your right.

From 94 East

Exit on Weaver Lake Road, turn right and go west. Drive approximately 1.1 miles to the school on your right.

3. Boston Scientific - SPECTATORS & PARTICIPANT OVERFLOW

One Scimed Place

Maple Grove, MN 55311

Shuttle buses will be available from this location to Weaver Lake Elementary and back. Volunteers will be available to assist with bus transportation.

From 94 West

Exit on Weaver Lake Road, turn left and go west across the bridge. Drive approximately .2 miles to the second stop light. Boston Scientific will be located to your right.

From 94 East

Exit on Weaver Lake Road, turn right and go west. Drive approximately .2 miles to the second stop light. Boston Scientific will be located to your right.

WHAT TO BRING?

Uniform

Volunteers will receive a red Maple Grove Triathlon volunteer t-shirt that can be picked up during our packet pick-up on Friday, August 23 from 12:00 PM – 7:00 PM or on race morning at Race Headquarters. For Bike and Run course aid station groups, your shirts can be placed in your aid station truck assuming sizes are requested prior to race day. Please email mnevents@lifetimefitness.com with sizes needed.

All volunteers must wear the provided shirt during your entire shift so that participants, officials and spectators can easily identify you as a volunteer. Because this is an athletic event, feel free to wear active wear. Please wear comfortable shoes and clothing. We encourage volunteers to pay attention to the weather and dress accordingly.

In the event of adverse weather, we recommend bringing additional clothing to protect yourself.



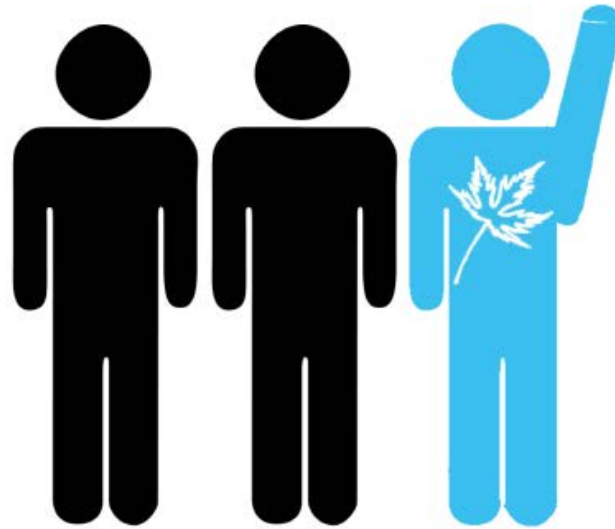
Also Bring...

We also suggest bringing along the following:

- Cell Phone
- Sunscreen
- Water Bottle
- Snacks
- Volunteer Handbook
- Pen
- Light Backpack (to easily carry items)
- Rain Gear (depending on weather forecast)
- Umbrella (depending on weather forecast)

Optional for Bike & Run Courses:

- Folding/camping chair
- Umbrella for sun protection



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Race Day Important Info

Note: The following questions are likely to be asked of you during the event. If there is a question you are unsure of, please locate your Director so that we can determine the CORRECT answer. A contact sheet with key phone numbers will be provided to you at volunteer check-in. It is important we manage all questions and concerns in a helpful and professional manner. If you receive questions that are not on this list, please jot them down and email info@maplegrovetriathlon.com so that we may capture the information for next year.

What is USA Triathlon?

USA Triathlon (USAT) is the governing body for the sport. In being a USAT sanctioned event, the Maple Grove Triathlon follows the established rules to encourage the event's professionalism in upholding the universal fair rules and values of the sport. Please find a list of most commonly violated rules at the back of this packet for easy reference.

How will the USAT rules be enforced?

Officiating will be conducted entirely by Certified USA Triathlon Officials only. This includes our Head Referee James Hart and his team of officials. Volunteers are not required to make officiating calls.

Where is the participant drop-off and pick-up area?

The Maple Grove Triathlon offers an optional easy-access participant drop-off and pick-up area in the Weaver Lake Park upper lot (by the tennis courts) off Dunkirk Lane and 82nd Avenue North. We encourage participants to carpool when possible.

What are the options for parking while attending the Maple Grove Triathlon?

Weaver Lake Elementary School on Weaver Lake Road is within walking distance from the park and is reserved for ATHLETES ONLY. Boston Scientific, also on Weaver Lake Road, will offer shuttle buses from this location to Weaver Lake Elementary and back and is available to ALL.

When I arrive to Weaver Lake Park where do I go?

Participants should visit Race Headquarters located at the top of the hill adjacent to the playground for packet pick-up (if not already picked-up) and body marking. Spectators may enjoy the event from any designated spectator areas. **Note: An athlete MUST complete body marking prior to entering the Transition Area.**

Where can I pick-up my race packet?

Day-of packet pick-up will be available from 5:00 AM -6:15 AM at Race Headquarters located under the Race Headquarters/Information tent.

Where are the portable restrooms located?

Several portable restrooms are available near the Transition Area in the parking lot, on the hill adjacent to the concession stand and will also be available on course for athletes (Corcoran City Hall on the bike course and the Weaver Lake Boat Landing on the run course).

When does the Transition Area open and close and who will be allowed inside?

The Transition Area is open promptly at 5:00 AM and closes at 7:00 AM. After 7:00 AM, no one is allowed to re-enter the area until they've completed the swim portion of the race on their way into Transition #1. (This is to ensure an on-time start and to secure the area). Registered participants, **race officials and volunteers only** will be allowed into the Transition Area. The Transition Area will re-open at approximately 11:00 AM for athletes to gather their items.

What happens if I lose my timing chip?

Participants that lose their timing chip will be charged a \$100 fee for the equipment to be replaced. Please help anyone who lost their chip locate a race official or a member of PrimeTime staff to get a new device prior to race start. PrimeTime will be stationed in a vehicle near Race Headquarters at the park pavilion.

Can someone else race in my place?

No. This is grounds for immediate disqualification and may result in severe implications to the original registrant who then becomes liable for any injury or emergency that would occur. The Maple Grove Triathlon and USAT are not held responsible for any athlete who races under another's race number.

Do I have to start in the wave I am assigned?

Yes! In accordance with established USA Triathlon rules and regulations, all athletes **MUST** start in the wave assigned to them and may not start earlier or join an improper wave or will face disqualification. Any participant who starts in an open or elite wave in an event with age group waves will be ineligible for age group awards and USAT national rankings.

How will I know if I am following the right course on the bike and the run?

Each course will be staffed with law enforcement at major intersections. Prior to major turns, volunteers will be stationed throughout the course to warn of an upcoming turn. As a further precaution, colored arrow signs will notate each course: **RED** = Sprint, **TEAL** = International, **RED & TEAL** = both Sprint and International (where course overlaps). Overall, it is the athlete's responsibility to know the course and where to turn.

Can i-pods be worn during any portion of the triathlon?

No. In accordance with established USA Triathlon rules and regulations, i-pods are not allowed during any portion of the race. If you spot a participant using an i-pod, please take note of their race number and report to your Course Director immediately.

What do I do in the case of a medical emergency?

Medical staff from *Allina Health* will respond to non-life threatening emergencies and will be located adjacent to the finish line. Three ambulances will be assigned to the race with police also assigned throughout the event site. If an emergency situation arises, please notify the nearest race or medical staff or police who will initiate the appropriate response. If an emergency situation arises without the previously listed parties nearby, please call 911 immediately.

In case of emergency, use the following procedures:

1. Notify the nearest race, medical staff or police.
1. Survey the scene and check for potential dangers.
2. Do NOT move the person. Make the person as comfortable as possible without moving him/her.
4. Stay at the scene until emergency personnel arrive.
5. Please try to keep the area clear of onlookers.
6. Do NOT administer First Aid unless you are certified to do so.

What do I do in the event of lightning or a storm?

Please direct those around you to the nearest shelter including the Concession Stand in Weaver Lake Park or the Corcoran City Hall that each serve as a safe shelter. If not near one of these buildings, please move to the closest covered area for protection until the situation becomes safe. Wait for instructions from race officials or law enforcement.

Where can lost and found items be dropped off or picked up?

Lost and found items will be housed at Race Headquarters located in the Information tent. If you find an item, please bring it to this area right away. After the event, please direct people to our email mnevents@lifetimefitness.com to claim any items left behind.

I'm already excited to sign-up for 2014! What is the date and when can I sign-up?

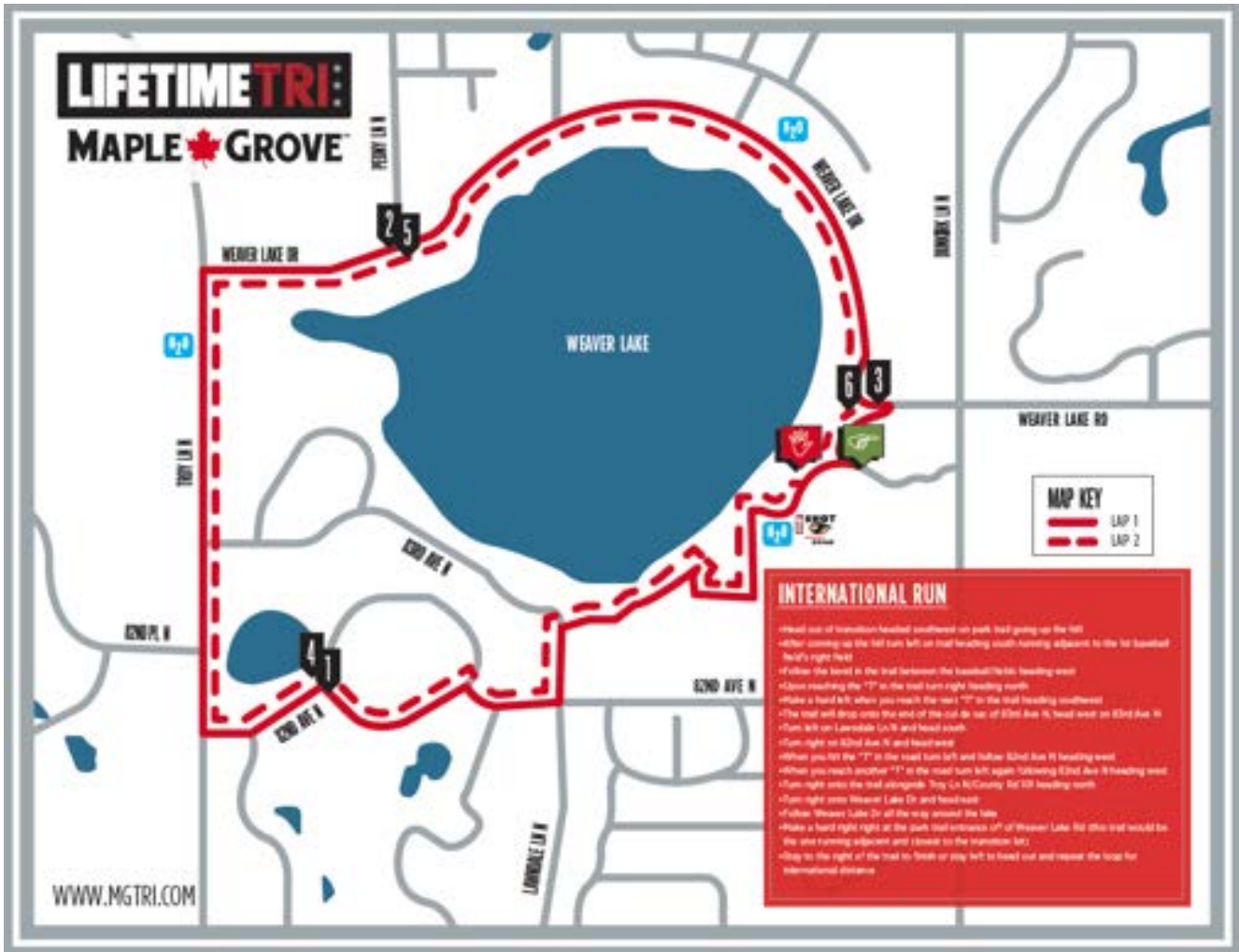
Registrations for 2014 will be accepted in the fall. Race day is proposed for Saturday August 23, 2014. Please watch for updates on Facebook and on mgTRI.com.

SPRINT BIKE COURSE



INTERNATIONAL BIKE COURSE







2010 MOST COMMONLY VIOLATED RULES & PENALTIES

PLEASE DISTRIBUTE TO ALL ATHLETES

1. Helmets:

Only helmets approved by the US Consumer Product Safety Commission (CPSC) may be used in USAT sanctioned events. Helmets must be worn at all times while on your bike. This means before, during, and after the event.

Penalty: Disqualification

2. Chin Straps:

Chin straps must be buckled at all times when on a bicycle. DO NOT unbuckle your chin strap unless you are off your bicycle.

Penalty: Disqualification on the course; Variable time penalty in transition area only.

3. Outside Assistance:

No assistance other than that offered by race and medical officials may be used. Triathlons and duathlons are individual tests of fitness.

Penalty: Variable time penalty

4. Transition Area:

All equipment must be placed in the properly designated and individually assigned bike corral. The wheel of the bicycle must be down on the side of the assigned space. All participants must return their bicycles to an upright position in their designated bicycle corral. No person shall interfere with another participant's equipment or impede the progress of another participant. All bar ends must be solidly plugged. No participant shall bring ANY glass containers into the transition area.

Penalty: Variable time penalty

5. Drafting:

Drafting--keep at least three bike lengths of clear space between you and the cyclist in front. If you move into the zone, you must pass within 15 seconds.

Position--keep to the right hand side of the lane of travel unless passing.

Blocking--riding on the left side of the lane without passing anyone and interfering with other cyclists attempting to pass.

Overtaken--once passed, you must immediately exit the draft zone from the rear, before attempting to pass again.

Penalty: Variable time penalty

6. Course:

All competitors are required to follow the prescribed course and to stay within all coned lanes. Cutting the course is an obvious violation and going outside the course is a safety issue. Cyclists shall not cross a solid yellow center line for ANY reason. Cyclists must obey all applicable traffic laws at all times.

Penalty: Referee's discretion

7. Unsportsmanlike-Like Conduct:

Foul, harsh, argumentative or abusive language or other unsportsmanlike conduct directed at race officials, USA Triathlon officials, volunteers, spectators or fellow athletes is forbidden.

Penalty: Disqualification

8. Headphones:

Headphones, headsets, walkmans, ipods, mp3 players, or personal audio devices, etc. are not to be carried or worn at any time during the race.

Penalty: Variable time penalty

9. Race numbers:

All athletes are required to wear race numbers at all times during the run. Numbers must face the front and be clearly visible at all times. Numbers may not be cut or folded or altered in any way. **DO NOT transfer your number to any other athlete or take a number from an athlete that is not competing.**

Penalty: Variable time penalty for missing or altered number, Disqualification and one year suspension from membership in USAT for transferring a number without race director permission.

10. Wetsuits:

Each age group participant shall be permitted to wear a wetsuit without penalty in any event sanctioned by USA Triathlon up to and including a water temperature of 78 degrees Fahrenheit. When the water temperature is greater than 78 degrees but less than 84 degrees Fahrenheit, age group participants may wear a wetsuit at their own discretion, provided, however that participants who wears a wetsuit within such temperature range shall not be eligible for prizes or awards. Above 84 degrees, wetsuits are prohibited.

11. Abandonment:

All personal equipment and belongings taken out onto the course must stay on the athlete the entire time. No garbage, clothing, etc. shall be thrown on the course.

Penalty: Variable time penalty

Variable Time Penalties

Distance Category	1st Offense	2nd Offense	3rd Offense
Sprint	2:00 minute	4:00 minutes	Disqualification
Intermediate	2:00 minutes	4:00 minutes	Disqualification
Long	4:00 minutes	8:00 minutes	Disqualification
Ultra	6:00 minutes	12:00 minutes	Disqualification

For a complete list of rules, please refer to the most up to date USA Triathlon Competitive Rules at:
<http://triathlon.teamusa.org/content/index/1684>