

VOLUTEER GUIDE

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VOLUNTEER INFORMATION SHEET

1. WEATHER

The weekend schedule will go on unless extreme weather conditions are experienced. You will be informed immediately if there are any cancellations. Unless cancelled, we will be counting on you to be at your post at the allotted time. It is important as the Police will be ensuring marshals are present at all junctions. Be prepared for the weather conditions and check the weather forecast before setting out. Rain jackets or wind-breakers are advised as a precaution.

2. PLEASE BE ON TIME

All the events during 2023 Chubb Bermuda Triangle Challenge will start on time. Please be at your post in good time as it is very reassuring for the athletes to see marshals where required, to ensure their safety.

3. KNOW THE COURSE AND THE AREA

Please familiarise yourself with your area in case you need to advise a participant or a motorist which way to go.

4. YOUR SAFETY

Your personal safety is paramount! Please wear the high visibility vest allocated to you and do not put yourself in any unnecessary danger. Motorists may become belligerent when asked to wait and it is best to avoid getting into any discussions. Please be firm and state that the Police have given you your instructions. Please give clear and use large arm signals to motorists to ensure your purpose is understood. Please also remember to thank all drivers for their cooperation and patience.

5. HAVE A GREAT RUN!

As a course marshal or water stop attendant, you will be a direct contact with the runners, and your encouragement and cheering is always appreciated by them, so don't be shy. Cheer them on!

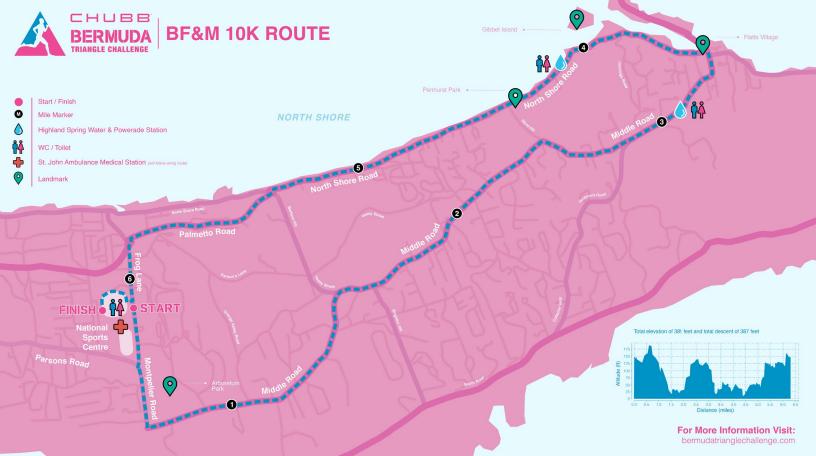
6. THANK YOU!

Your support and assistance is greatly appreciated. Without your assistance, this event could not take place. Whether this is your first time as a 'race maker' or you are a seasoned helper, we, as race organisers, and the runners sincerely appreciate your help. You are part of what makes the Chubb Bermuda Triangle Challenge the unique sporting event that it is!

On behalf of everyone... Thank you, thank you, thank you!















VOLUNTEER INSTRUCTIONS

INTRODUCTION

Firstly, thank you for volunteering to assist the 2023 Chubb Bermuda Triangle Challenge as either a Sector Captain, a Road Marshal, or a Water Stop Volunteer. Without your tremendous assistance, this event could not take place. You are individually and collectively very important to the success of the event and the safety and well-being of the athletes who participate.

You have signed up to be at your chosen post at a designated time. Please do your best to be punctual as it is essential that each position that requires a Marshal or Water Stop Volunteer is manned during the times required to prevent any vacancy. The absence of any Marshals or Water Stop Volunteers could lead to traffic entering the race route while there are runners still on the road, runners going off course, or unmanned water stops.

Please be aware the race will carry on regardless of wind or rain unless extreme weather is experienced. Please be prepared for the weather. To this end, we recommend carrying a backpack or bag with any essential items you may need during your shift, such as a refillable water bottle, a rain jacket or windbreaker, hat and/or sunglasses, and any personal sundries.

Should you be unable to attend to your post at the designated time, please be sure to contact the Sector Captain to inform him/her of your absence. We do kindly ask all volunteers to take their duties seriously, as the security of the runners is dependent upon you.

Sector Captains, Road Marshals, and Water Stop Volunteers will be issued Volunteer T-Shirts, Volunteer Jackets, and, if your shift involves early morning duties, High Visibility Vests for the duration of their shifts. Please be sure to wear them for your safety and to indicate to others that you are involved in the race organisation. For anyone that has signed up and has not collected their free Volunteer T-Shirts, Volunteer Jackets, and High Visibility Vests (if required), you can collect these items at the Race Expo at the Princess Meeting Rooms at the Hamilton Princess Hotel on Friday, January 13, from 10am to 6pm.

Sector Captains, Road Marshals, and Water Stop Volunteers will receive information through emails between now and leading up to the 2023 Chubb Bermuda Triangle Challenge to keep them informed of developments.

SECTOR CAPTAIN / ROAD MARSHAL / WATER STOP VOLUNTEER GUIDELINES

SECTOR CAPTAIN

Thank you for helping in the organisation of the 2023 Chubb Bermuda Triangle Challenge race weekend. Your assistance is essential for the smooth and safe organisation of the weekend's events.

As Sector Captain, you will be responsible for ensuring all Road Marshals and Water Stop Volunteers are in their respective positions and that a presence is maintained at these locations for the duration of the event. It is essential that you are able to monitor all of your volunteer posts and, therefore, a motor scooter is a requirement for this position.

Some guidelines:

- Monitor road junctions carefully, especially complex areas such as roundabouts or multiple road junctions;
- Check that water stations are adequately manned and have sufficient supplies;
- Check that water stations clear up after the race has passed, with trash being removed from the roadway and any remaining supplies packed neatly away for pickup at a later time;
- Be alert to any runners experiencing difficulty and check if they are okay. Be prepared to radio St. John Ambulance and stay with the runner until medical assistance arrives; and
- Be alert to radio calls in case of emergency situations elsewhere.

ROAD MARSHAL

Road Marshals will be those volunteers responsible for manning road junctions or roundabouts, directing both traffic and runners to ensure the safety of everyone on the course.

The Bermuda Police Service (BPS) is planning fluid road closures as the runners move around the course. This means there will be limited or no access to the roads when there are runners/walkers present. There will be a sweeper vehicle, motorcycle, or cyclist following the last runner/walker.

Once the sweeper vehicle has passed, traffic will be allowed onto the route in a controlled manner.

When dealing with motorists, Road Marshals should keep the following in mind:

- 1. Be courteous (greet them with good morning/afternoon and a friendly smile/wave);
- 2. Use clear hand signals;

- 3. Explain there is a running event taking place and that access to the road is closed at the moment according to the road traffic notice and police instructions;
- 4. Suggest alternate routes to their destination as advised by the Race Officials, Sector Captains, and BPS. There will be options available to the driver which may only delay their journey by a few minutes;
- 5. Explain the road closure(s) have been approved by the appropriate authorities and publicised in the newspaper and on both radio and television;
- 6. Tell them the approximate time before the road will be open;
- 7. Be sympathetic and clear but assert authority. Repeat points 2-5 as necessary;
- 8. Do not get into arguments with motorists;
- 9. If all else fails and a motorist forces their way on to the race course, call the Race Official/Sector Captain to inform the BPS (take the vehicle's number and make/model if at all possible).

Emergency vehicles (Fire/Police/Ambulance) are always allowed access and if a siren is heard approaching, please advise runners to move to the side of the road until the vehicle has passed.

The BPS has the final say over traffic situations; please respect the instructions of the BPS officers.

If you see any runners that need medical assistance, call the Sector Captain and advise them of the type of emergency and location. The Sector Captain will then alert St. John Ambulance.

WATER STOP VOLUNTEERS

We thank you for your assistance in manning the water stops. This is an essential part of the race as runners need water and energy drinks to ensure proper hydration and prevent potential medical emergencies.

A few points to ensure your water stop operates effectively and efficiently:

- 1. The first table will be the water stop; the second table will be for the energy drink. A gap of around 16 feet apart between each table should be made.
- 2. Highland Spring water bottles are being provided. Please ensure the bottles are easy for the runners to reach and get ahold of.
- 3. Powerade energy drink is being supplied in large drums to fill cups to be distributed on the table.
- 4. Do not overfill the cups, about half full is best to prevent excess spillage and waste;

- 5. Make sure you have enough bottles/cups prepared for the main body of runners, especially in the 10k as they will arrive fairly quickly;
- 6. Replenish bottles/cups on the table as the runners come by, ensuring enough are on the table for runners to get hold off and avoid shortages which slows runners down;
- 7. Tell runners as they approach whether you have water or Powerade;
- 8. Designate some Water Stop Volunteers to collect bottles/cups further down the road from the water stop to prevent bottle/cups being blown away or causing a nuisance to runners;
- 9. Encourage the runners! Don't be shy! They really appreciate it, and they appreciate YOU being there at the water stop.
- 10. Be sure to wear your volunteer t-shirt and high visibility vest to make sure you are seen by the runners;
- 11. Take care not to get in front of the runners as they are approaching. Runners generally do not stop to drink. Allow plenty of room as runners approach.
- 12. After the last runner, please be sure to collect all trash and leave it in trash bags next to the table. Please walk down the road to ensure bottles/cups are not left on the roads or Railway Trail, as the runners will frequently carry them some distance before throwing them to the side. We want to ensure there is no litter after the event to keep Bermuda beautiful!

If you see any runners that need medical assistance, call the Sector Captain and advise them of the type of emergency and location. The Sector Captain will then alert St. John Ambulance.

Contact us with any questions at Bermuda Triangle Challenge Volunteers email address: **volunteerbrw@gmail.com**



PRE-REGISTERED NUMBER PICK UP

1) Find Name on Alphabetical List

- · Then find Bib Number indicated in Trays
- · Timing chip is on the back of the Bib Number
- DO NOT PEEL OFF TIMING CHIP

2) Cross out or Highlight Name on list when Bib Number is handed out

It is helpful to read out name on label to avoid giving out wrong number (it happens)

3) Changes/Corrections

Send runner with assigned number to Computer Desk/Late Entry Area

4) Medical Emergency Information

- On back of number
- Tell runner to complete before participating in any event

5) Switches/Transfers

- Full Triangle Challenge to Half Triangle Challenge; and
- Marathon to Half Marathon
- Send runner with assigned Bib Number to Computer Desks for a transfer to a new Bib Number

6) Butterfield Challenge Mile

- Starts at 7.00pm so runners should plan to be at Front Street by 6.30pm
- Tell runners to be near The Flag Pole, Front Street, Hamilton
- The Royal Bermuda Regiment Band starts at 6.30pm sharp



POWERADE_®



Many thanks for volunteering for a HIGHLAND SPRING water & POWERADE stop

- To open the Highland Spring bottle, just flip the cap up.



- Please do not open all bottles ahead of time (just in case you don't need them all)
- Before throwing bottles in trash bags, please empty the water out
- Please, please make sure all bottles and **POWERADE** cups are picked up. You may find that some bottles will be a quarter of a mile down the road BUT it's our goal to keep the route cleaner than how we found it.

 Have fun!



THANK YOU FOR YOUR SUPPORT!

BERMUDA
TRIANGLE CHALLENGE