



How-To Guide for:

CHIP PICKUP and SWIM VOLUNTEERS

IN CASE OF EMERGENCY:

911	Police Emergency – in case of life/safety	
804-312-4743	Med Coordinator – in case of minor injury	– Kaitlyn Cox
804-387-8776	Race Director– in case of logistics	– Michael Harlow
703-867-4316	Starter – in case of logistics	– Erin Horil
804-837-9668	Volunteer coordinator - in case of volunteer questions	– Abby Wood
804-475-6431	Swim volunteer coordinator	– Maria Galbraith

SCHEDULE:

- 5:45a – Volunteers know placement on course
- 6:10a – Chip Table ready and waiting
- 6:10a – Kayaks in position for Swim Warm-up
- 6:15a – Swim warm up opens & Chip Table begins distributing for first race
- 6:45a – Swim warm up closes
- 7:00a – Race starts

*Repeat this CHIP process at the start of each race.

Schedule:

Swim WU Start Time	Swim WU End Time	Race Start Time	Race	Swim	# Racers
6:15A	6:45A	7:00A	Junior Devo Female	Long 1 lap (750m)	90
7:45A	8:15A	8:30A	Junior Devo Male	Long lap (750m)	90
9:15A	9:45A	10:00A	Youth Devo Female	Short lap (375m)	70
10:15A	10:45A	11:00P	Youth Devo Male	Short lap (375m)	70
11:15A	11:45A	12:00A	Kid’s Tri Age 5-10	Nano lap (100m)	50
12:15P	12:45P	1:00P	Kid’s Tri Age 11-17	Mini lap (200m)	75
1:15P	1:45P	2:00P	Adult Tri	Short lap (375m)	75
2:15P	2:45P	3:00P	NTDR Female	Long 1 lap (750m)	40
3:30P	4:15P	4:30P	NTDR Male	Long 1 lap (750m)	50

*****See next page for details*****

If your volunteer location is:	What to expect:
CHIP Table	Before each race, racers will line up along road/shoreline. 30 min before each race, CHIP table can begin distributing chips and swim caps. Please write their number with sharpie big on both sides of their swim cap before giving to them. Racers wait patiently. A race director will announce racers by name to select their starting position in the water, along the stone wall. Racers will start with their hand touching the wall. A loud horn will start the race.
Kayakers	<p>SWIM COURSE: Clock-wise around the lake. Swimmers will keep buoys to their right for most of the race, except for the last buoy near the swim exit.</p> <p>DO</p> <ul style="list-style-type: none"> • Continually scan all racers for safety/drowning concerns. • Take immediate action to rescue anyone in need. • Call or radio for help. • Allow racers to continue to race if they pause on your kayak but not if you move them forward in anyway. • Give swimmers room to swim. • Yell very loudly if swimmers are significantly off course. • Pay special attention to athletes in the 5-10 age group category <p>DON'T</p> <ul style="list-style-type: none"> • Let racers hit your boat or your paddle. • Allow racers to continue racing if they have received “forward moving” assistance (example: if they take a boat ride to shore). • Allow racers to cut the course, go to them and make them go back around the proper buoy.
SPECIFIC KAYAK LOCATIONS	
S1 & S2	In a kayak, position yourself on both sides of the start and move around the course with the last swimmer keeping a close eye on the back of the race.
S3 & S4	Position yourself in sequential order between S1/2 and S5. When swimmers return, position yourself by last left turn to make sure swimmers make turn.
S5	In a kayak, take a position at the furthest turn-around in each race. See the SWIM MAP <u>as this point changes for different races during the day.</u>
S6 and S7 [Lifeguards]	On the shore, walking along the side. S7 stays with leader and scans front half of race. S6 stays with last swimmer and scans back half of race. Cross bridge after mid-way to stay closest to swimmers.
All other volunteers	Ask the Swim Coordinator (Maria) for your placement (either Kayak or shore)

VOLUNTEERING DETAILS:
<p>WATER: Please stay hydrated; take bottled water or refill your bottle at the volunteer tent.</p> <p>FOOD: Please take food and drink with you from the main volunteer check-in out to your station.</p> <p>RESTROOMS: For restroom breaks, use time in-between races. If urgent, call the volunteer coordinator for your area and we will send a substitute to cover for you. There is a bathroom port-o-john by the swim start.</p> <p>END OF SHIFT: Please stay in place and we will arrive asap with the substitutes for relief.</p> <ul style="list-style-type: none"> • If you would like to stay longer, call the volunteer coordinator or volunteer tent - we would love it! • If you need to leave unexpectedly early, contact the volunteer coordinator or the tent. <p style="text-align: center;">IF YOU NEED ANYTHING OR HAVE ANY QUESTIONS, CONTACT YOUR COURSE COORDINATOR OR VOLUNTEER COORDINATOR at NUMBER AT TOP! We are thankful you are here to help!</p>

THANK YOU VERY MUCH!!! YOU HAVE MADE A DIFFERENCE FOR THESE ATHLETES TODAY!!!

EAST COAST TRIATHLON FESTIVAL

Thank you for
volunteering!!!

How-To Guide for:

TRANSITION VOLUNTEERS

IN CASE OF EMERGENCY:

911	Police Emergency – in case of life/safety	
804-312-4743	Med Coordinator – in case of minor injury	– Kaitlyn Cox
804-387-8776	Race Director– in case of logistics	– Michael Harlow
703-867-4316	Starter – in case of logistics	– Erin Horil
804-837-9668	Volunteer coordinator - in case of volunteer questions	– Abby Wood
267-815-0262	Transition coordinator	– Allan Ng (Jo Ann Rossi 2p)

INSTRUCTIONS:

- Please read the chart below to see that the race will alternate between Transition Area “A” and “B”. Transition coordinator (Sally Fraser) will guide volunteers here.
- Volunteers will be asked to do body marking before Kids & Mixed Relay races. With our permanent markers, write the race number in large clear numbers on both arms, both thighs, and **age on Dec 31, 2022 on right calf**.
- Here is an example to explain the chart below:

5:45a - **Transition B** is open for Junior Devo Female ONLY. Racers set up bikes and gear.

6:45a - Close **Transition B** for Junior Devo Female athletes. No one is allowed in transition except race staff until the racers finish the race.

7:15a - **Transition A** is open for the Jr Devo Male athletes.

TBD - When the junior Devo Female race is finished, **Transition B** opens to remove their bikes.

8:40a - All leftover gear from in **Transition B** must be moved by volunteers out of transition to racks outside of transition. This makes room for the next race to set up at 8:45a.

*Repeat the steps above for the following races according to this chart:

Trans Open	Trans	Race	Start Time	Open	Clear Bikes
5:45a-6:45a	B	Junior Devo Female	7:00a	After race	8:30-8:45a
7:15a-8:15a	A	Junior Devo Male	8:30a	After race	9:30-9:45a
8:45a-9:45a	B	Youth Devo Female	10:00a	After race	10:45-11:00a
9:45-10:45a	A	Youth Devo Male	11:00p	After race	11:45a-12:00p
11:00-11:45a	B	Kid’s Tri Age 5-10	12:00p	After race	12:45-1:00p
12:00-12:45p	A	Kid’s Tri Age 11-17	1:00p	After race	1:45-2:00p
1:00-1:45p	B	Adult Tri	2:00p	After race	2:45-3:00p
2:00-2:45p	A	NTDR Female	3:00p	After race	asap
3:30-4:15p	B	NTDR Male	4:30p	After race	asap

If your role is:	What to expect:
Entrance or Exit Gate positions	<p>Your location is at the transition entrance gates:</p> <ul style="list-style-type: none"> • Before the race, ONLY racers, staff and officials are allowed in Transition Area to set up gear (no parents, friends, etc EXCEPT for kids race). For kid’s races, one parent is allowed before race but NOT during race. • When transition is closed, NO athletes are allowed in transition. • Be sure that racers do NOT leave transition with someone else's gear (check race number on body and number on gear).
Dismount Line	Your location is at the Dismount line located behind the finish line area near the Swim/Bike entrance. Be sure that the cyclists are off their bikes BEFORE they go over the dismount line.

Mount Line	Your location is at the Mount line located next to the Bike/Run out and before the finish line. Be sure that the cyclist pass over the mount line BEFORE they get on their bikes. <i>*****See next page for details*****</i>
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FULL RACE SCHEDULE:

Expect racers within 2 min after start of some races and again after the bike

Race Start Time	Race	Swim	# Racers
7:00A	Junior Devo Female	Long 1 lap (750m)	90
8:30A	Junior Devo Male	Long lap (750m)	90
10:00A	Youth Devo Female	Short lap (375m)	70
11:00P	Youth Devo Male	Short lap (375m)	70
12:00A	Kid's Tri Age 5-10	Nano lap (100m)	50
1:00P	Kid's Tri Age 11-17	Mini lap (200m)	75
2:00P	Adult Tri	Short lap (375m)	75
3:00P	NTDR Female	Short lap (375m)	40
4:00P	NTDR Male	Short lap (375m)	50

VOLUNTEERING DETAILS:

WATER: Please stay hydrated; take bottled water or refill your bottle at the volunteer tent.

FOOD: Please take some food and drink with you from the main volunteer check-in to your station.

RESTROOMS: For restroom breaks, use time in-between races. If two volunteers at one station, then it's easy to cover for each other. If you are at a station alone, call the volunteer coordinator for your area (or the volunteer tent), and we will send a substitute to cover for you. Portable restrooms are near the transition area.

END OF SHIFT: Please stay in place and we will arrive asap with the substitutes for relief.

- If you would like to stay longer, call the volunteer coordinator, and we would love it!
- If you need to leave unexpectedly early, contact the volunteer coordinator.

***IF YOU NEED ANYTHING OR HAVE ANY QUESTIONS,
CONTACT YOUR COURSE COORDINATOR OR VOLUNTEER COORDINATOR ON THE PHONE LIST
ABOVE!***

We are thankful you are here to help!

THANK YOU VERY MUCH!!! YOU HAVE MADE A DIFFERENCE FOR THESE ATHLETES TODAY!!!



How-To Guide for:

BIKE/RUN COURSE VOLUNTEERS

IN CASE OF EMERGENCY:

911	Police Emergency – in case of life/safety	
804-312-4743	Med Coordinator – in case of minor injury	– Kaitlyn Cox
804-387-8776	Race Director– in case of logistics	– Michael Harlow
703-867-4316	Starter – in case of logistics	– Erin Horil
804-837-9668	Volunteer coordinator - in case of volunteer questions	– Abby Wood
757-509-8338	Bike/Run Course coordinator	– Kasandra Aulenbach

SCHEDULE:

Race Start Time	Race	Swim	Bike	Run	Style	Run Cones	Turn Around	Avg time
7:00A	Junior Devo Female	Long 1 lap (750m)	4 laps (20k)	2 laps (5k)	Draft Legal	No	Far x 2	1:15
8:30A	Junior Devo Male	Long lap (750m)	4 laps (20k)	2 laps (5k)	Draft Legal	No	Far x 2	1:10
10:00A	Youth Devo Female	Short lap (375m)	2 laps (10k)	1 lap (2.5k)	Draft Legal	No	Short	:40
11:00P	Youth Devo Male	Short lap (375m)	2 laps (10k)	1 lap (2.5k)	Draft Legal	No	Short	:35
12:00A	Kid’s Tri Age 5-10	Nano lap (100m)	1 lap (5k)	Special cone lap (.5mi)	Non Draft	No	Stop Sign	:25
1:00P	Kid’s Tri Age 11-17	Mini lap (200m)	2 laps (10k)	1 lap (2.5k)	Non Draft	Yes	Short	:45
2:00P	Adult Tri	Short lap (375m)	2 laps (10k)	1 lap (2.5k)	Draft Legal	Yes	Short	:45
3:00P	NTDR Female	Long 1 lap (750m)	4 laps (20k)	2 laps (5k)	Draft Legal	No	Far x 2	1:15
4:00P	NTDR Male	Long 1 lap (750m)	4 laps (20k)	2 laps (5k)	Draft Legal	No	Far x 2	1:10

- Expect racers on the bike course within 2 minutes after some race starts – be ready when the race starts.
- Each bike leg will be led by a lead motorcycle official. A second motorcycle will follow the last rider.
- Please pay close attention to the # of laps and style above.
- For the **Youth/Junior Devo** and **NTDR** races, officials will disqualify and **remove** any lapped riders.
- Each run leg will be led by a race volunteer guide on a bicycle.
- If cyclists have several loops (see chart above), expect riders to come by for laps as soon as 7 min!
- Dominion & Innslake: You should not allow any cars **EXCEPT** Dominion employees to pass. Allow Dominion employees to pass as soon as no cyclists are on road.
- KEEP SPECTATORS OFF THE COURSE for their safety. Bikers will be going as fast as 30mph today.
- Point racers to go to the correct direction.
- Stay visible but stay off the course for your safety.
- If bikers have several loops (see chart above), expect riders to come by for laps as soon as 7 min!

*****See Next Page*****

If your volunteer location is:	What to expect:
<p style="text-align: center;">1</p> <p>Crowd Control, Junior Devo Turn-Around & Penalty Box</p>	<p>Location: Exit of transition on Highwoods Parkway</p> <p>Bike: Bikers turn right onto Highwoods. When you see/hear bikers finishing the bike leg in transition, prepare for the runners coming your way.</p> <p>Run: Runners turn right onto Highwoods. A few minutes later, as the runners come back towards you to either: Turn-around to do a second lap or finish the race</p> <p>Penalty Box: If an official gives a racer a time penalty, the racer's number will be written on the dry erase board. This racer is required to stop in the penalty box for a time determined by official.</p> <p>Important: Keep spectators out of way of south-bound traffic on Highwoods.</p>
<p style="text-align: center;">2</p> <p>Parking & Safety</p>	<p>Location: At the entrance to 4600 Cox Rd parking lot on Cox Rd.</p> <p>At All Times: This parking lot is closed from 7am – 5pm and no cars will be allowed to enter or exit the parking lot between these times except Innsbrook employees if an emergency. You will enforce this.</p> <p>Bike & Run: Bikers and runners turn right onto Cox Rd. When you see/hear bikers make the right turn onto Cox Rd, make sure the road is clear for them. Runners will go out and back on Cox Rd – keep the road clear.</p>
<p style="text-align: center;">3</p> <p>Cones & AG5-10 Run Turn-around</p>	<p>Location: Post Office. Move to Corner of Highwoods Pkwy & Sadler Rd during AG5-10</p> <p>Bike & Run: Guide cars to ONLY turn right out of post office.</p> <p>5-10 Kid's Race: For this, you are the turn-around – place turn-around sign at intersection on a cone and direct kids to go around cone / sign.</p> <p>Before 11-19 Kid's Race: The remaining races of the day do not have a lap rule on the bike so we will have cyclist and runners on the road at the same time. Before the Kid's 11-19 race, you need to set cones up in the race lane to separate runners and cyclist. Leave 1/3 of the lane closest to the expo/lake side of the road for the runners and 2/3 of the lane for the cyclist. Also, we will be closing Highwoods Pkwy when cyclists are on the course the remainder of the day. You will assist with queuing cars when closed and letting them in when no cyclists are on course.</p>
<p style="text-align: center;">4</p> <p>Run Turn-around</p>	<p>Location: At the VA Banker's Association Sign on Cox Road.</p> <p>Run: After the last cyclist passes on the last lap, place the run turn around sign on marking the road. Make sure the runners turn around the sign.</p> <p>Important: Turn-Around will be moved .025 closer after the Junior Devo Races</p>
<p style="text-align: center;">5</p> <p>Water Stop / Wheel Pit</p>	<p>Location: on Highwoods Parkway</p> <p>MAIN GOAL:</p> <ol style="list-style-type: none"> 1. Crack tops of Gatorade bottles but do not remove top 2. Hand out water / Gatorade bottles to the racers 3. Have a good time and cheer all you want! <p>Easy Tips For Handing Out Water</p> <ol style="list-style-type: none"> 1. Yell out to racers if you have water or Gatorade 2. If you place the cup on your hand with your palm open-face-up, racers can grab much easier (& spill less on you!) 3. Wear gloves and mask at all times. 4. Keep extra water and Gatorade bottles on ice <p>NEED MORE ICE?: If you are running low on ice, please contact bike/run captain.</p> <p>WHEEL PIT: You may be asked to watch wheel pit to make sure wheels are secure. Riders may not receive assistance from anyone except other racers</p> <p>Important: Keep spectators out of way of south-bound traffic on Highwoods.</p>
<p style="text-align: center;">9</p> <p>Lap Counter</p>	<p>Location: where Highwoods Parkway meets the bike entrance to transition</p> <p>Bike: If riders have more laps to do (see chart above), they continue riding on Highwoods Parkway. Utilize lap number signs to tell riders which lap they are on (only Junior/Youth Devo races). If riders are done all their laps, they head into transition for the run.</p>

	<p>***IMPORTANT about FOOD TRUCKS & VENDORS***</p> <p>You as the Lap Counter are also responsible for letting the food trucks in and out of the expo area while ANY bikes are on the racecourse.</p> <ul style="list-style-type: none"> • No trucks DURING the bike portion of the race. • If they arrive during the bike race, ask them to form a line in the parking lot across the street. <p>As soon as the last biker (indicated by the motorcycle 'sweeper') is safely in transition area, please let the food trucks through</p>
<p>Run Pacer Cyclist</p>	<p>Location: Waiting about 100 meters away from the RUN exit out of transition.</p> <p>DO > Stay in front of the lead runner at all times. > Be careful of oncoming runners and stay out of their way.</p> <p>DON'T -- Get within 5 yards of the lead runner. -- Ride the bike without a helmet.</p>

<p>VOLUNTEERING DETAILS:</p>	
<p>WATER: Please stay hydrated; take bottled water or refill your bottle at the volunteer tent.</p> <p>FOOD: Please take some food & water with you out to your station.</p> <p>RESTROOMS: For restroom breaks, use time in-between races. If two volunteers at one station, then it's easy to cover for each other. If you are at a station alone, call the volunteer coordinator for your area, and we will send a substitute to cover for you. Restrooms in transition area or 7-11 for stations further out on the bike course.</p> <p>END OF SHIFT: Please stay in place and we will arrive asap with the substitutes for relief.</p> <ul style="list-style-type: none"> • If you would like to stay longer, call the volunteer coordinator or volunteer tent & we would love it! • If you need to leave unexpectedly early, contact the volunteer coordinator or the tent. <p style="text-align: center;">IF YOU NEED ANYTHING OR HAVE ANY QUESTIONS, CONTACT YOUR COURSE COORDINATOR OR VOLUNTEER COORDINATOR at NUMBER AT TOP</p> <p style="text-align: center;">THANK YOU FOR YOUR HELP!!! YOU HAVE MADE A DIFFERENCE FOR THESE ATHLETES TODAY!!</p>	

EAST COAST TRIATHLON FESTIVAL

Thank you for
volunteering!!!

How-To Guide for:

FINISH-LINE VOLUNTEERS

IN CASE OF EMERGENCY:

911	Police Emergency – in case of life/safety	
804-312-4743	Med Coordinator – in case of minor injury	– Kaitlyn Cox
804-387-8776	Race Director– in case of logistics	– Michael Harlow
703-867-4316	Starter – in case of logistics	– Erin Horil
804-837-9668	Volunteer coordinator - in case of volunteer questions	– Abby Wood
804-837-4912	Finish Line & Awards coordinator	– Lenora Mariner

SCHEDULE:

- Expect finishers approximately 30-45min after the start time for each race.
- Full schedule is below:

Start Time	Race	Swim	Bike	Run	# Racers	First Finisher
7:00A	Junior Devo Female	Long 1 lap (750m)	4 laps (20k)	2 laps (5k)	90	7:55a
8:30A	Junior Devo Male	Long lap (750m)	4 laps (20k)	2 laps (5k)	90	9:20a
10:00A	Youth Devo Female	Short lap (375m)	2 laps (10k)	1 lap (2.5k)	70	10:27a
11:00P	Youth Devo Male	Short lap (375m)	2 laps (10k)	1 lap (2.5k)	70	11:25a
12:00A	Kid’s Age 5-10	Nano lap (100m)	1 lap (5k)	Special cone lap (.5mi)	50	12:15p
1:00P	Kid’s Age 11-17	Mini lap (200m)	2 laps (10k)	1 lap (2.5k)	75	1:27p
2:00P	Adult Tri	Short lap (375m)	2 laps (10k)	1 lap (2.5k)	75	2:27p
3:00P	NTDR Female	Long 1 lap (750m)	4 laps (20k)	2 laps (5k)	40	4:25p
4:00P	NTDR Male	Long 1 lap (750m)	4 laps (20k)	2 laps (5k)	50	5:20p

OTHER:

- Race results will be available at the timing tent immediately following each race.
- Finish line volunteers will escort top 3 Junior & Youth Devos & NTDR athletes to award stage immediately after their race. Race winners for other races will be determined by race results.
- Below is the award ceremony schedule:

8:15a	Junior Devo Female		1:45p	Age Group 11-17
9:45a	Junior Devo Male		3:30p	Age Group Adult
10:45a	Youth Devo Female		4:45p	NTDR Female
11:45a	Youth Devo Male		6:00p	NTDR Male
12:45p	Age Group 5-10			

*****See Next Page*****

If your role is:	What to expect:
Finish line	Please give each racer a water/snack bag, finisher's medal, and remove their timing chip. Place the timing chip in the designated spot after you remove it from the runners' ankle. Keep racers clearing out of the finish line area to make room for more finishers and remind them to stay socially distant. IN CASE OF MEDICAL EMERGENCY, CONTACT HELP USING PHONE NUMBERS ABOVE.

VOLUNTEERING DETAILS:
<p>WATER: Please stay hydrated; take bottled water or refill your bottle at the volunteer tent.</p> <p>FOOD: Please take some food and drink with you from the main volunteer check-in to your station.</p> <p>RESTROOMS: For restroom breaks, use time in-between races. If two volunteers at one station, then it's easy to cover for each other. If you are at a station alone, call the volunteer coordinator for your area (or the volunteer tent) and we will send a substitute to cover for you. Restrooms are in the transition area.</p> <p>END OF SHIFT: Please stay in place and we will arrive asap with the substitutes for relief.</p> <ul style="list-style-type: none"> • If you would like to stay longer, call the volunteer coordinator, and we would love it! • If you need to leave unexpectedly early, contact the volunteer coordinator or the tent. <p style="text-align: center;"><i>IF YOU NEED ANYTHING OR HAVE ANY QUESTIONS, CONTACT YOUR COURSE COORDINATOR OR VOLUNTEER COORDINATOR AT NUMBER AT TOP!</i></p> <p style="text-align: center;"><i>We are thankful you are here to help!</i></p>

EAST COAST TRIATHLON FESTIVAL

Thank you for
volunteering!!!

How-To Guide for:

PARKING VOLUNTEERS

IN CASE OF EMERGENCY:

911	Police Emergency – in case of life/safety	
804-312-4743	Med Coordinator – in case of minor injury	– Kaitlyn Cox
804-387-8776	Race Director– in case of logistics	– Michael Harlow
703-867-4316	Starter – in case of logistics	– Erin Horil
804-837-9668	Volunteer coordinator - in case of volunteer questions	– Abby Wood
757-509-8338	Bike/Run Course coordinator	– Kasandra Aulenbach

ACTIVITIES:

5:30am – Volunteers placed on course.
 6:45am – Close Markel (Transition) parking lot. Do not allow cars to turn into parking lot unless emergency / Markel employee. Bikers will be coming towards you on Cox Road by 7:10a!
 All Day – Keep cars off of the race course while races are in progress. Help direct cars to possible parking lots considering street closures.

Full Race Schedule:

Race Start Time	Race	Swim	Bike	Run	# Racers	Avg time
7:00A	Junior Devo Female	Long 1 lap (750m)	4 laps (20k)	2 laps (5k)	90	1:15
8:30A	Junior Devo Male	Long lap (750m)	4 laps (20k)	2 laps (5k)	90	1:10
10:00A	Youth Devo Female	Short lap (375m)	2 laps (10k)	1 lap (2.5k)	70	:40
11:00P	Youth Devo Male	Short lap (375m)	2 laps (10k)	1 lap (2.5k)	70	:35
12:00A	Kid’s Tri Age 5-10	Nano lap (100m)	1 lap (5k)	Special cone lap (.5mi)	50	:25
1:00P	Kid’s Tri Age 11-17	Mini lap (200m)	2 laps (10k)	1 lap (2.5k)	75	:45
2:00P	Adult Tri	Short lap (375m)	2 laps (10k)	1 lap (2.5k)	75	:45
3:00P	NTDR Female	Long 1 lap (750m)	4 laps (20k)	2 laps (5k)	40	1:15
4:30P	NTDR Male	Long 1 lap (750m)	4 laps (20k)	2 laps (5k)	50	1:15

OTHER:

PARKING RULES:

- **Markel (Transition) Lot:** The large lot adjacent to transition can be parked in before 6:50am by those who will be at the event all day! It will be closed between 6:50am and 4:30pm. We will allow Markel and Innsbrook employees to enter & exit this lot after 6:50am but with extreme caution **WHEN NO BIKES ARE ON ROAD**. We have told athletes no parking between 7AM and 6:30PM but you can allow in between races with entry/exit if no cyclists/runners are on the course.
- **All Innsbrook business lots (EXCEPT DOMINION LOTS) are available for race parking. An email was sent to notify these businesses.** Dominion Power employees are allowed to park in Dominion Lots. They are still working today!

VOLUNTEERING DETAILS:

WATER: Please stay hydrated; take bottled water or refill your bottle at the volunteer tent.

FOOD: Please take some food and drink with you from the volunteer check-in out to your station.

RESTROOMS: For restroom breaks, use time in-between races. If two volunteers at one station, then it's easy to cover for each other. If you are at a station alone, call the volunteer coordinator for your area (or the volunteer tent) and we will send a substitute to cover for you. Restrooms are in the transition area.

END OF SHIFT: Please stay in place and we will arrive asap with the substitutes for relief.

- If you would like to stay longer, call the volunteer coordinator or volunteer tent and we would love it!
- If you need to leave unexpectedly early, contact the volunteer coordinator or the tent.

***IF YOU NEED ANYTHING OR HAVE ANY QUESTIONS,
CONTACT YOUR COURSE COORDINATOR OR VOLUNTEER COORDINATOR AT THE NUMBER AT TOP!***

We are thankful you are here to help!