

Event Crew Handbook



July 9, 2011

Lake Nokomis
Minneapolis, Minnesota

Produced by:



Please read this handbook carefully.

Welcome to the Life Time Fitness Triathlon Event Crew Team. This event is the first race in the Life Time Fitness Triathlon Series Race to the Toyota Cup. In an effort to make your volunteer experience an enjoyable one, we have created this handbook for your reference. This should help to answer many questions commonly asked by our volunteers. We thank you for your support!

General Information:

Event Crew Check In

All volunteers have been assigned to specific areas. Event Crew Members on the bike course and run course water stops will check in with their coordinator. All other volunteers will check in at the Event Crew Team tent which will be at Lake Nokomis north end parking lot.

Event Crew Uniform

Your uniform will consist of a Life Time Fitness Triathlon t-shirt and your own khaki or black shorts or pants. You will receive your t-shirt when you check in. This event goes on no matter what the weather is so please make sure you have the correct clothing for the weather, along with other things you need to match the weather.

Important: Your uniform should be worn when you are scheduled to volunteer so that you may be easily identified by the athletes, officials and spectators. It is advised that you wear comfortable shoes; depending on your location, you may be moving around quite a bit. In case of adverse weather, you should bring additional clothing to protect yourself.

Frequently Asked Questions:

Lost and Found

The Event Staff will have an information booth located on the Lake Nokomis side of the race site on the North end of the Transition Area. (See map on Page 11) If you find a lost item or a spectator gives you a lost item, please deliver the item to your coordinator or bring it to the information booth as soon as possible.

Public Restrooms

Race Site Portable Toilets:

Restrooms, including portable toilets and baby changers, are located throughout the race site.

Bike Course Portable Toilets:

- Corner of Cedar Ave S & East Nokomis Parkway
- Corner of Minnehaha Parkway & 34th Ave S
- Corner of West River Parkway & Lake St
- Corner of East River Parkway & Franklin Ave
- Corner of Mississippi Blvd & Hartford Ave
- Corner of Minnehaha Parkway & Nicollet Ave S
- Corner of Minnehaha Parkway & 50th St W

Participant Frequently Asked Questions

<http://mplstri.com/event-info/event-info-detail.php?intResourceID=68>

Medical Assistance

The Life Time Fitness Triathlon medical staff will be located in the medical tent near the finish line. (See map on Page 7) Should you have a medical condition, we recommend informing medical personnel or your coordinator upon your arrival. All medical personnel can be easily identified by their blue medical shirts. EMS and police are also staffed throughout the event site. If a situation arises please notify the nearest official; if it is an emergency call 911.

In case of emergency, use the following procedures:

1. Call 911
2. Survey the scene (check for potential dangers)
3. Do NOT move the person. Make the person as comfortable as possible without moving him/her
4. Notify the nearest official
5. Get additional as you are able to.
6. Stay at the scene until emergency personnel arrive
7. Please marshal the area to keep onlookers clear
8. Do NOT administer CPR or First Aid unless you are certified to do so

Information to know when calling 911

- Give a complete account of what is occurring
- Be prepared to give your exact location
- Know the major streets, directions, and/or landmarks
- Identify who you are
- Answer any questions they ask to the best of your ability
- Let them hang up first

Inclement Weather

Inclement weather can be in the form of severe weather or extreme heat.

In the event of inclement or severe weather please follow these steps to take shelter. There will be Event Staff placed along the race course to lead race participants to shelter in the event the race needs to shut down. Please take the time to familiarize yourself with the area around you, looking for buildings that can provide shelter during severe weather situations, like a coffee shop, or other secure public structures. If inclement weather comes up you will have a less than fifteen minute warning.

Tornado Safety Measures

In the open (outdoors):

If possible, seek shelter in a sturdy building. If not, lie flat and face down in low lying areas or a ditch, protecting the back of your head and neck with your arms. Try to stay away from trees if you can.

If you are in a vehicle:

If the tornado is visible, do not try and out run or drive a tornado. Park the car as quickly and safely as possible—out of the traffic lanes. Get out and seek shelter in a sturdy building. If in the open country, run to low ground away from any cars Lie flat and face down, protecting the back of your head and neck with your arms. Avoid seeking shelter under bridges, which offer little protection..

Shelter:

Life Time Fitness has agreements with a few public buildings along the bike course to be open. Your bike course coordinator will let you know where they are. Once inside please follow these steps:

1. Avoid windows, Due to the possibility of flying glass.
2. Go to the basement or lowest floor; take shelter in a small center room without windows if possible, under a stairwell, or in an interior hallway or room with no windows. Go to the center of the room.
3. Crouch as low as possible to the floor, facing down. Cover your head and neck with your arms and hands.

4. If possible utilize some kind of sturdy protection over yourself. (Heavy table or work bench,
5. Flying debris is the greatest danger in tornadoes.

Heat conditions and information

In the event of extreme heat Life Time Fitness will do our best to make sure you have a lot of water and snacks. It is strongly advised that you bring your own water bottle with you.

Some signs of heat exhaustion are: cool, sweaty, pale skin; dizziness, tired, and weak feeling. If you are feeling or someone around is feeling these conditions seek medical assistance as soon as possible.

Rehydrating

Event Crew should drink plenty of water at regular intervals in order to maintain their body's fluid levels. We recommend small amounts of cool fluids 15 minute intervals. Fluids containing alcohol and caffeine should be avoided.

Breaks

Event Crew should take frequent rest breaks, preferably in cooler locations such as in a shaded area. Event Crew should alternate work and rest periods with other Event Crew to maintain productivity and yet still observe the necessary amount of cooling down time.

Schedule of Events

ALL TIMES ARE SUBJECT TO CHANGE

Friday, July 8, 2011

<http://mplstri.com/schedule/schedule-detail.php?intResourceID=57>

Saturday, July 9, 2011

<http://mplstri.com/schedule/schedule-detail.php?intResourceID=56>

Directions and Maps

Directions to the race site at Lake Nokomis in Minneapolis:

<http://mplstri.com/event-info/event-info-detail.php?intResourceID=69>

Parking at the race site:

Life Time Fitness Triathlon, 2902 Corporate Place, Chanhassen, MN 55317

Parking is very limited around the Race Site:

Parking is available on the neighborhood streets around the race site. Parking is on a first come first serve basis. Watch for no parking signs due to the race. Any vehicles on the race course will be towed at the owner's expense, please watch for no parking/road closed signs. There is **no parking** designated with purple on the map below.

Map of local neighborhoods:



Directions to the Race Expo (Minneapolis Convention Center)

<http://www.minneapolisconventioncenter.com/public/directions.asp>

Parking at the Race Expo:

<http://www.minneapolisconventioncenter.com/content/PDF/maps/Map-MCCdirections-2010.pdf>

<http://www.minneapolisconventioncenter.com/content/PDF/maps/Map-parking-skyway-ConvCenter2010.pdf>

<http://maps.minneapolis.org/maps/Mpls-Downtown.pdf>

General Site Map:



