

Volunteer Instructions



Volunteer Welcome & Appreciation

First and foremost, thank you for your willingness to support our event this year. Your time and effort are truly appreciated.

As of this email, we have over 850 registered athletes representing 19 states and 3 countries making their way to Oconomowoc for Saturday's race. This level of participation is a testament to the strength of our community and the outstanding experience our volunteers help create.

One of the main reasons athletes continue to return year after year is because of the dedication and energy of our volunteers. Your role is essential to the success of this event, and we simply couldn't do it without you.

Thank you again — we're looking forward to a great race day!

Alan Halfen
Race Director

Contact Numbers

Race Director: Alan Halfen - 847.951.8990 (Alan will be on City Beach throughout the day)

Assistant Race Director: Sean Osborne - 262.327.4472 (can be contacted if you cannot reach Alan, Shane or Merideth after the swim is completed)

Swim Course Manager: Sean Osborne - 262.327.4472

Bike Course Manager: Shane Osborne - 262.443.6655

Run Course Manager: Merideth Thompson - 931.220.9168

Registration Manager: Katie Osborne – 262.434.0447

Emergencies: Dial 911. While we have law enforcement staff very close to each aid station, 911 should always be called in an emergency. There is an automated external defibrillator (AED) and first aid kit at the finish line.

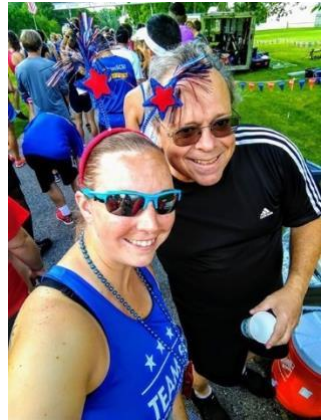
Non-Emergencies: Contact the Race Director or Assistant Race Director

If an athlete needs basic medical care, call the Race Director. We will send out staff to assist. Each aid station bin has a basic medical kit.

What to Bring

To help make your volunteer experience comfortable and enjoyable, we recommend bringing the following items:

- **These volunteer instructions**
- Bug spray (especially for summer events)
- Hand warmers during winter — and possibly fall and spring, because... Wisconsin
- Cell phone for communication or in case of emergency
- Music or small speaker — feel free to play music while you help out; runners love the extra energy
- Course map for reference
- Water and a snack to keep yourself energized
- **You are welcome to decorate your aid station** — bring some creativity and fun to brighten the course for our athletes!
- And, remember: as Little Orphan Annie said, *"You're never fully dressed without a smile!"* (Festive headbands optional, but always appreciated.)



Friday setup

Setup Manager: Alan Halfen - 847-951-8990

We will begin setup at Noon at the Bank Five Nine parking lot. Please arrive around noon and we'll put you to work.

Alan's number is 847-951-8990. Please call him in the morning if you have any questions.

When parking, you can park in adjacent lots, but please don't park in the transition lot as we'll be setting up bike racks.

Bike Check In

Manager Friday: Rob Winter – 262.385.7045

Manager Saturday: Sara Ninmann – 262.490.6346

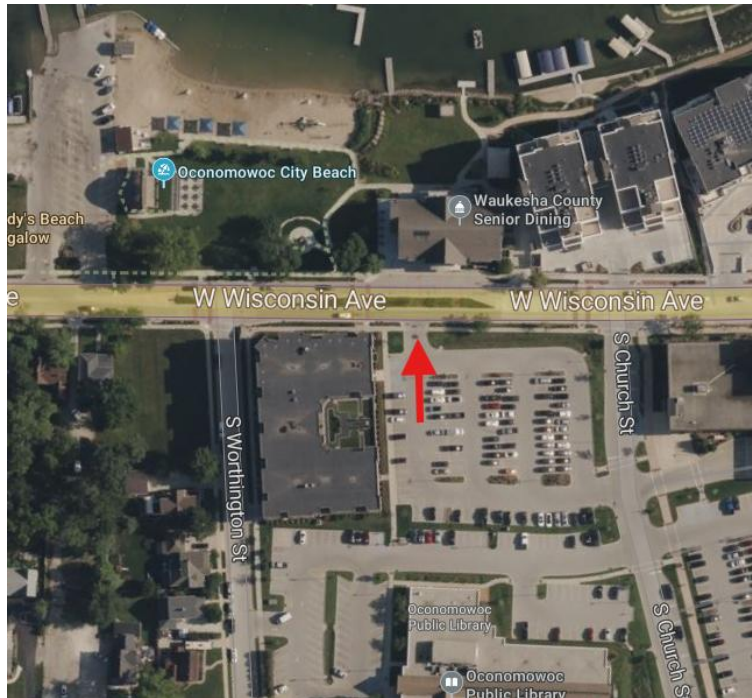
Athletes will meet either Rob or Sara at the parking lot located across from the Oconomowoc Community Center.

Please note that only athletes are permitted in the transition area for bike check-in.

Each athlete will receive two wristbands with matching numbers.

- One wristband must be placed on the athlete's arm
- The other must be attached to the athlete's bike

Both wristbands must be properly applied before entering the transition area.



Swim Course

Manager: Sean Osborne - 262.327.4472

Race Director: Alan Halfen - 847-951-8990

Announcer: Hank Hoffman

Swim Volunteer Instructions

Sean will be on the boat during the swim portion of the event. For any on-site needs or questions, please contact Alan, who will serve as the primary point of contact for swim volunteers.

Arrival Time:

Swim volunteers should arrive no later than 6:15 AM.

Swim Start Procedure:

Hank will be releasing athletes into the water in waves of four. Please be prepared to help maintain order and spacing during this process.

Volunteer Responsibilities:

- Assist athletes as they exit the water on the east side of the beach, near the swing set.
- Guide athletes safely from the water onto the sidewalk.
- Do not assist with wetsuit removal. Volunteers are not serving as wetsuit strippers.

Transition Volunteers:

Manager: Sara Ninmann - 262.490.6346

Please check in with **Sara** at the transition area upon arrival. She will provide your assignment and further instructions on-site. See [bike check-in](#) above for location photo.

Reminders:

- Dress appropriately for the weather
- Bring **sunscreen** and a **hat** for sun protection
- Comfortable footwear is recommended, as you may be on your feet for an extended period

Thank you for your support in helping ensure a smooth and organized transition area for our athletes.

Bike Mount/Dismount Area & Safety Protocol

Manager: Sara Ninmann - 262.490.6346

There will be two 16-foot-tall flags clearly marking the designated mount/dismount zone for athletes. An orange line will connect the two flags to further indicate the approved area.

Important Notes:

- Athletes must mount and dismount their bikes only within this marked zone.
- Some experienced athletes may attempt to mount their bikes inside the transition area or dismount just before entering — this is not allowed, as it poses a safety risk to others.
- Volunteers should help enforce this rule and redirect athletes if needed.

Helmet Policy:

All athletes must have their helmets securely fastened before exiting transition.

No helmet = no leaving transition.

Please help ensure these rules are followed to maintain a safe and fair race environment.

Bike Course Marshal Instructions

Bike Course Manager: Shane Osborne - 262.443.6655

Role Overview:

Bike course marshals assist in directing athletes along the bike route and ensuring they stay on course.

Course Markings:

- Directional signs will be placed at all intersections.
- Arrows will also be marked on the ground to guide athletes.
- A **safety vest** will be available for you at your assigned intersection — please wear it at all times for visibility.

Reminders:

- Remain alert and visible to athletes at all times.
- If an emergency arises, contact event staff immediately.

Run Course Marshal

Run Course Manager: Merideth Thompson - 931.220.9168

Role Overview:

Run course marshals assist in directing athletes along the run route and ensuring they stay on course.

Course Markings:

- Directional signs will be placed at all intersections.
- Arrows will also be marked on the ground to guide athletes.
- A safety vest will be available for you at your assigned intersection — please wear it at all times for visibility.

Reminders:

- Remain alert and visible to athletes at all times.
- Provide encouragement to athletes when possible — a friendly cheer goes a long way!
- If an emergency arises, contact event staff immediately.

Bike Course Aid Station

Manager: Steve Schwann: 414.573.3483

Lebanon Elementary School, W4712 County Road O, Watertown, WI 53098



- A trailer will be on-site stocked with water, Gatorade, tables, and chairs for your use.
- Please set up the table near the eastern entrance of the school, positioned off to the side to allow space for bikers who may need to access the restrooms.
- Gatorade will be provided in white water bottles.
- Water will be available in standard water bottles.
- Athlete Flow:
 - Athletes will approach the aid station from the east.
 - They will pass the aid station twice — approximately at mile 16 and again at mile 41 of the bike course.
- During the Race:

- Volunteers should hold one bottle of water and one bottle of Gatorade at a time.
- As bikers approach, clearly call out “Water” or “Sports Drink.” Most athletes will indicate what they need as they pass.
- Stay alert and positioned safely off the course while offering bottles to ensure smooth and safe exchanges.

Run Course Aid Stations

Run Course Manager: Merideth Thompson - 931.220.9168

Sean Osborne – 262.327.4472

Aid Station Instructions

Setup

- Upon arrival, begin filling cups halfway with water or sports drink.
- Many of our events are self-serve or cup-free, so you may not need to pre-fill a large number of cups.
- Cover approximately 50% of the table with water cups and 50% with sports drink cups, based on direction from your volunteer coordinator. Continue filling as needed throughout the event.
- For longer races (such as half or full marathons), your station may include additional nutrition items (e.g., GU packets or energy supplements). These will be located in your aid station bin and should be placed out on the table.
- Place trash cans strategically: one next to the aid station and additional cans approximately 150–200 feet down the course. This allows runners to dispose of items after consuming them. If cans are not already positioned, please set them out — this saves significant cleanup time post-race.



During the Race

- Encourage athletes as they come through the water station by giving them a big cheer or loud applause. They will appreciate it.
- Call out “water” or “sports drink” to runners as they approach. Runners will tell you what they want.
- Keep the aid station area clean throughout the race. When there is some down time, please pick up cups and wrappers runners throw on the ground.
- Make sure you always have enough water and sports drink filled. As the race nears its end, you can reduce the amount you pre-pour. If using water bottle, please do not fill the cooler beyond what is needed for the race.
- If you need any additional supplies, call the run course manager and we will bring them to you.
- If holding cups to hand to athletes, hold them from the **bottom**.



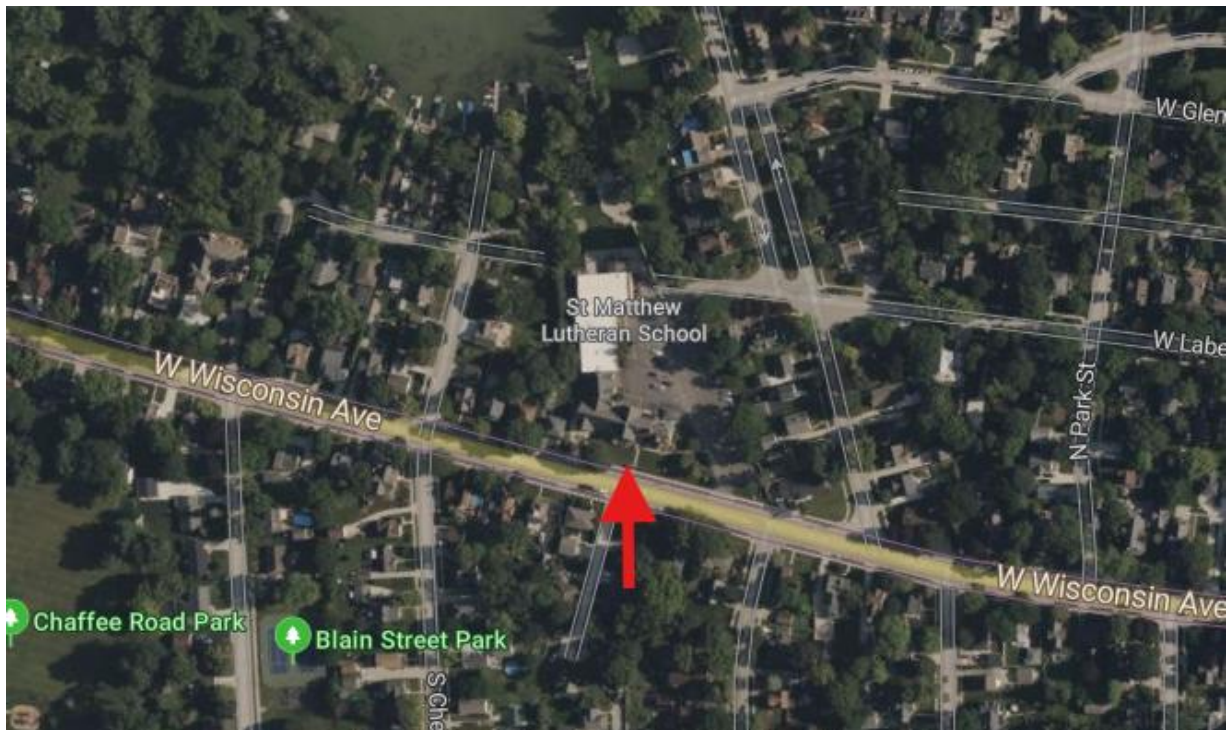
Cleanup Instructions

- At the end of the race, empty any remaining cups and dispose of them in the trash. For half-used water bottles, please pour out the contents before throwing them away.
- Collect all refuse left by runners in and around the aid station area.
- Do not empty any water jugs — they may still be needed at the finish line.
- Remove trash bags from containers, tie them securely, and place them next to the aid station.
- Collapse the aid station table and place the water jugs on top of it.
- Repackage any unused cups in their original bag for future use.
- Return all unused supplies, including nutrition items, to the aid station bin for collection and inventory.

Run Aid Station Locations:

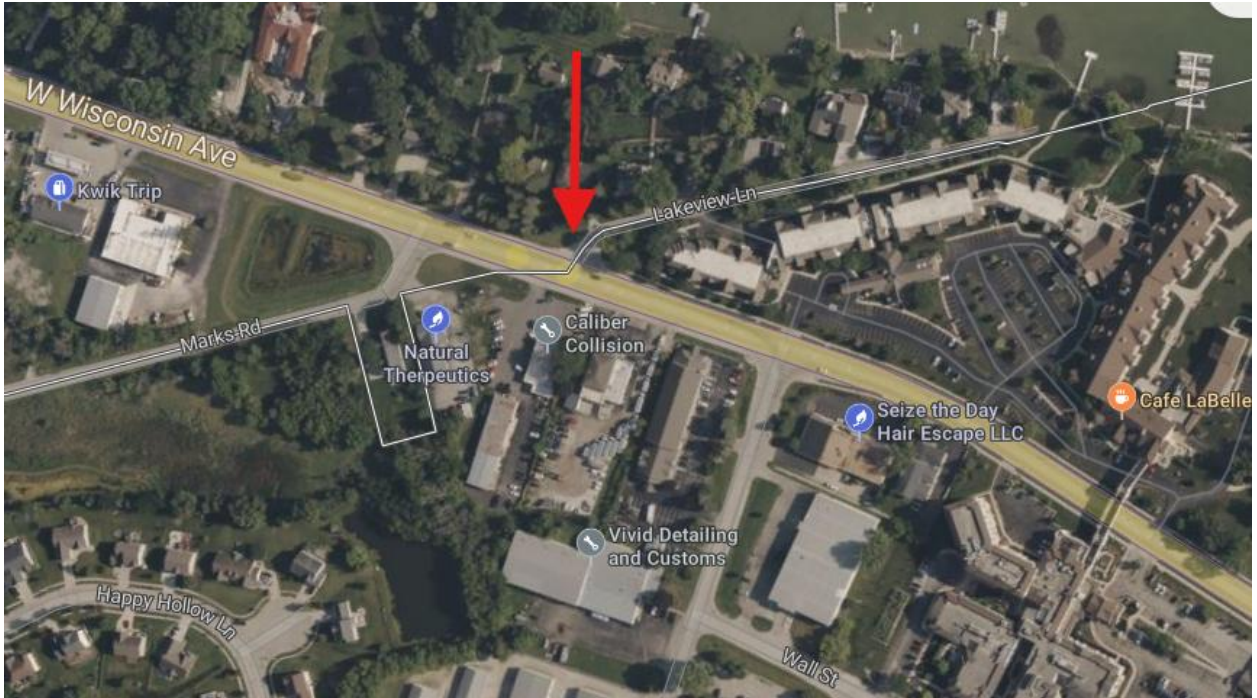
Aid Station One

Bridge Church - 818 W Wisconsin Ave, Oconomowoc, WI 53066



Aid Station Two

Wisconsin Ave & Lakeview Lane



Directions to Aid Station

Follow the designated detour starting on 2nd Street West to Reddelien Avenue.

Turn right (north) onto Reddelien and continue to Marks Road.

Turn right on Marks Road and follow it until you reach Wisconsin Avenue.

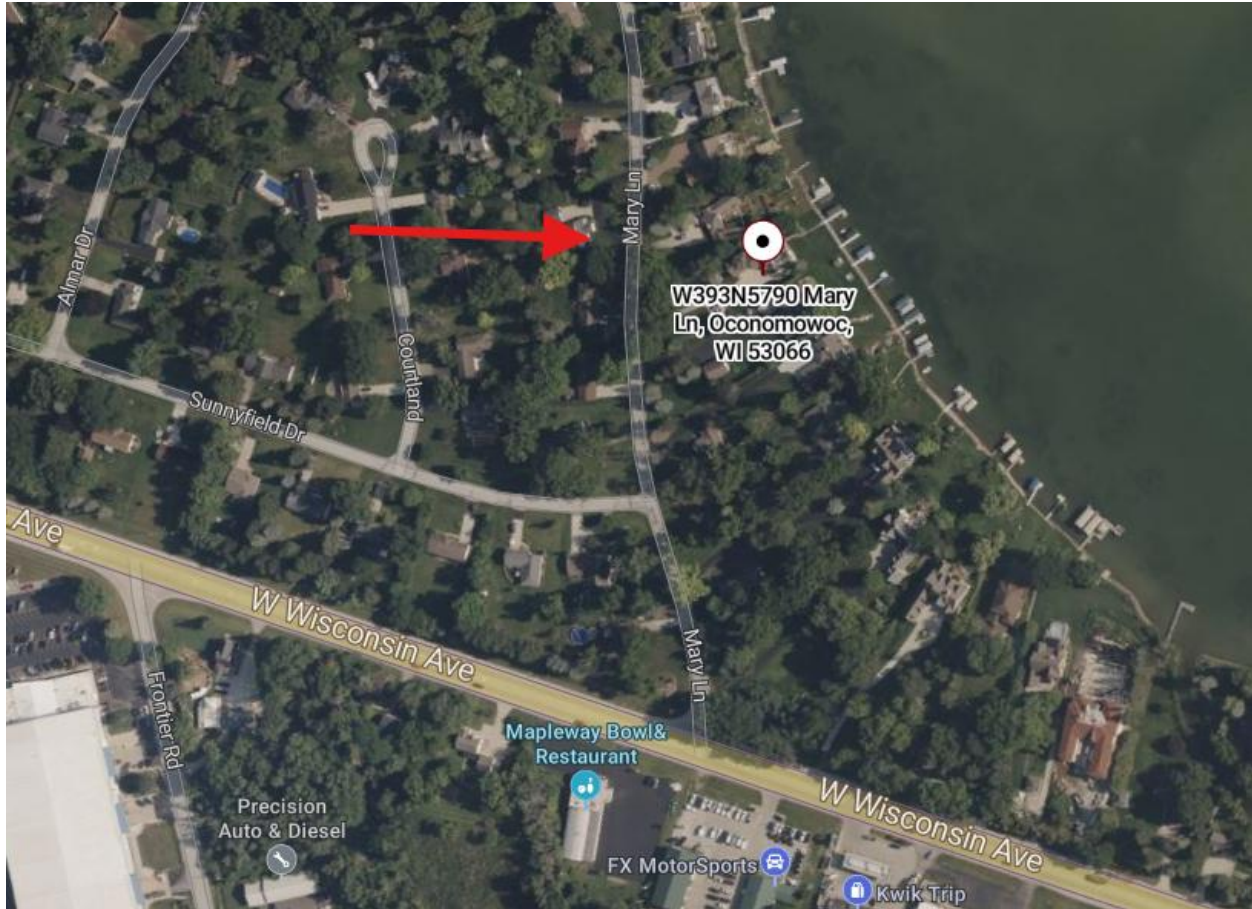
The aid station will be located on your left-hand side.

For ease and convenience, we recommend parking at our warehouse at 1327 Wall Street and walking over to the aid station. It's only about a block away.

Please allow extra time for detours and walking to your assigned area.

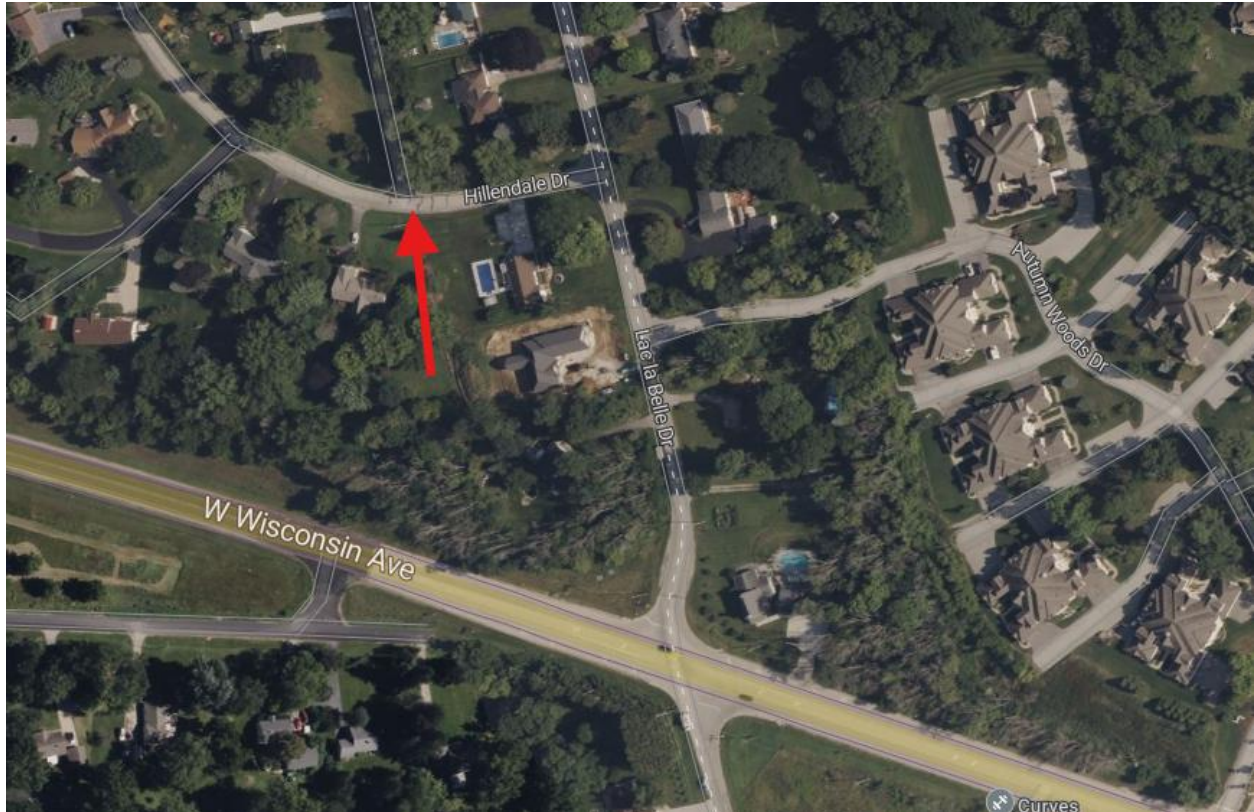
Aid Station Three

W393 N5790 Mary Lane



Aid Station Four

Intersection of Hillendale Dr & Lakeview Rd



Directions to Aid Station

Follow the designated detour starting on 2nd Street West to Reddelien Avenue.

Turn right (north) onto Reddelien and continue to Marks Road.

Turn left on Marks Road and follow it to Ski Slide.

Turn right on Ski Slide and continue until you reach Wisconsin Avenue.

Turn right on Wisconsin Avenue and proceed to Lac La Belle Road. While Lac La Belle Road will be closed to through traffic, you will be allowed access and can park on Lac La Belle Drive.

The aid station is located one short block west of Lac La Belle Drive.

Please allow extra time for detours and walking to your assigned area.