



# Memo

To: Mayor and Hayden City Council

From: Abbi Sanchez, City Clerk

Date: June 6, 2025

**Agenda Item: Hayden Triathlon Event Exceptions and Support Agreement Request**

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## **Agenda Item Location**

New Business

## **Recommended Action or Motion**

Staff recommends approval of the code exception and support agreement request for the Hayden Triathlon.

## **Functional Impact of Authorizing**

The Hayden Triathlon has been held in the City of Hayden for over a decade, following a format consistent to what is being proposed for this year's event.

In accordance with Hayden City Code 7-4, which outlines the requirements for parades and public assemblies, the triathlon is classified as a parade under Section 7-4-1. As part of their application, the event organizers are requesting specific exemptions from certain provisions of this code, as provided for in Hayden City Code 7-4-5(N), as well as logistical support from the City.

## **Requested Code Exceptions**

- **Start Time:** The organizers are requesting to begin the event at 4:00 a.m., which falls outside the permitted hours specified in City Code 7-4-12. Current code restricts event start times to no earlier than 7:00 a.m.
- **Event Duration:** The organizers are also requesting approval for the event to run for a total of seven hours. City Code currently limits parades to a maximum duration of two hours.

## **City Support Request**

In line with previous years, the organizers are seeking support from the City of Hayden for the following:

- Temporary closure of Honeysuckle Beach and Boat Launch
- Relocation of the dock
- Use of city property for event parking
- Access to the City's portable sound system
- Potential assistance with post-event clean-up

These requests are consistent with the support provided for the event in prior years.

**Functional Impact of Not Authorizing**

The event would not occur in Hayden, as proposed.

**Fiscal Impact**

There is no fiscal impact on the budget. Any staff time costs would be within in the salaries budgeted for the current fiscal year. It is unclear if any overtime costs would be required to meet this events request.

**Budget Funding Source / Transfer Request**

N/A

**Attachment**

Support Agreement with Hayden Tri Community  
Event Permit Application

## HAYDEN TRIATHLON SUPPORT AGREEMENT

This Agreement is entered into between the city of Hayden, a political subdivision of the state of Idaho, (herein "City") and the Hayden Tri Community, a 501C3 nonprofit organization, 10909 N. Danielle Road, Hayden, ID 83835, [info@haydentri.com](mailto:info@haydentri.com), 208-818-7404.

WHEREAS, Hayden Tri Community is the Sponsor of the Hayden Triathlon in 2025; and

WHEREAS, the Hayden Triathlon is a public event intended to benefit the citizens of Hayden and to further the goals of the City by encouraging a sense of community identity and pride; and

WHEREAS, although the City is not a co-sponsor of the event, Hayden Tri Community has requested that City provide some support for the triathlon in support of the goals of the City; and

WHEREAS, City deems it to be in the interest of the citizens of Hayden for the event to run smoothly and for the public health and safety to be protected during the event. To that end it is in the best interest of the City to provide limited support for the Hayden Triathlon.

NOW THEREFORE, the parties agree as follows:

City agrees to provide the following support for the Hayden Triathlon sponsored by Hayden Tri Community:

1. Closure of Honeysuckle Beach and boat launch from Friday, July 11 at 10:00 p.m. through Saturday, July 12 at 11:00 a.m.
2. Move the docks so as not to interfere with the swim course.
3. The gravel lot at the corner of Honeysuckle Avenue and Smith Road for parking. Overflow parking will be along Honeysuckle Avenue.
4. Roadblocks where needed along the bike and run routes.
5. Use of Hayden McIntire Family Park for the Awards Ceremony.
6. Two (2) to Five (5) folding table for Awards Ceremony.
7. Use of the City's sound system during the Awards Ceremony.
8. If needed, additional assistance in clean-up at the conclusion of the event.
9. Hayden Tri Community will obtain the assembly permit and reservation required for the Hayden Triathlon event. Hayden Tri Community shall be responsible for complying with the terms of the permit and reservation, as well as all other aspects of the event that are not specifically set out in this agreement as the support to be provided by the City.
10. City staff and Hayden Tri Community organizers will meet before the event to go over details and responsibilities specified in this document.

This Agreement shall be effective on the signature of both parties to the agreement.

CITY OF HAYDEN

\_\_\_\_\_  
Alan Davis, Mayor

Date: \_\_\_\_\_

HAYDEN TRI COMMUNITY

BY 

Its Race Director

Date: 5/10/25

ATTEST:

\_\_\_\_\_  
Abbi Sanchez, City Clerk



## EVENT PERMIT APPLICATION

Applicants must submit this completed application and receive approval from the Recreation & Community Events Director, City Clerk or a designee **AT LEAST 45 DAYS BEFORE** conducting a public assembly, parade or park event.

**FEES:** ~~\$200~~ <sup>\$250</sup> Application fee. Fees are due when application is submitted and will be returned if permit is denied.

### A. Event Details

Name of Event: Hayden Triathlon	
Location or Route of Event: Honeysuckle Beach/McIntire Park	
Type of Event: <input type="checkbox"/> Park Event w/Vendors <input type="checkbox"/> Park Event w/No Vendors <input type="checkbox"/> Wedding* <input type="checkbox"/> Public Assembly <input type="checkbox"/> Parade <input type="checkbox"/> Other _____	
Date of Event: 7/12/2025	Time of Event: Start <u>0400 am</u> End <u>1200 pm</u>
Alternate Date:	Alternate Time: Start _____ End _____
Briefly describe the event to occur: Sprint Triathlon	
Number of participants expected: 330	Will there be outdoor music: <u>Yes</u> /No (please circle) Yes
If an event with vendors, how many vendors are expected? <u>2-4</u>	Sound amplification devices? <u>Yes</u> /No (please circle) <i>If yes, please complete a Loudspeaker Use Request Form</i> <b>YES</b>

### B. Applicant Details

Name of Event Sponsor: Hayden Triathlon		<input type="checkbox"/> Individual <input checked="" type="checkbox"/> Organization	
Email: Info@haydentri.com			
Address: <u>10909 N. Danielle Ct</u>		City: <u>Hayden</u>	Zip: <u>83815</u>
Phone: <u>208.818.7404</u>	Fax: _____		
Name of Event Coordinator: Chris Stoddard			
Email: info@haydentri.com			
Address: <u>31200 N Red Fir rd</u>		City: <u>Athol</u>	Zip: <u>83801</u>
Phone: _____	Fax: _____		

Responsible party for applicable City fees for this event:

### C. Previous Permit Information

Has the applicant previously applied for a Permit? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please complete the following.</i>
Number of permit(s) previously applied for: <u>3</u>
Date of application(s): <u>2022, 2023, 2024</u>
Name of event(s): <u>Hayden Triathlon</u>
Purpose of event(s): <u>Race</u>
Date(s) the event(s) took place: <u>7/13/24, 7/15/23, 7/16/22</u>
Reason for denial of any prior application: <u>NA</u>

### D. Event Insurance Information (For a wedding this information is not necessary)\*

Does the applicant have insurance coverage for this event? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please complete the following.</i>
<input checked="" type="checkbox"/> Please check the box to confirm that you have met the requirement of <b>Liability Insurance in the amount of \$500,000</b> <i>(a copy of the certificate of liability indemnifying the City of Hayden must be submitted at least two weeks prior to event)</i>
Insurance Carrier's Name, Address, Phone Number: <u>See attached Form</u>
Insured Name, Address, Phone Number:



**E. Other Information**

Do you want to serve alcohol at your event?  Yes  No Must be approved by Hayden City Council

Is your event a parade, march, run, or street fair?  Yes  No If yes, please complete the following:

Will sidewalks be used along the route?  Yes  No

Number of road blocks provided by Applicant: 1

Number of road blocks needed from the City: 0

Number of animals, floats, automobiles or other vehicles in the parade or public assembly: 0

*Applicant may be required to provide road guards and/or barricades as required by the Sheriff's Department*

**F. Detailed Event Plan**

**Attach a detailed plan for each of the following:**

- Set up/Clean up
- Signage *\*(For weddings at Stoddard, sandwich board signage will be provided. If nicer signage is desired, applicant will need to provide their own signage)*
- Time event, wedding, public assembly or parade will begin
- If serving alcohol, how it will be controlled?
- Controlling disorderly or violent conduct
- Maintaining traffic flow to commercial and other establishments
- Time the event or wedding will end or place and time the public assembly or parade will disband
- Sanitary and medical facilities (For weddings and events, portable toilets will need to be ordered by the applicant, as the only portables available are on the north end of the park)
- Scale drawing of parking facilities *(For weddings at Stoddard, approximately 35 parking spaces will be reserved)*
- \*Please note for weddings at Stoddard: 1) *If bringing in large tents, barrels of water must be used to anchor tents—no stakes are permitted,* 2) *Portable toilets need to be ordered by applicant,* 3) *A meeting w/the parks supervisor before the wedding needs to be scheduled.*

**G. Necessary Signatures**

Outside Agency Approval:

Fire Department  
Kootenai County Sheriff Office  
Panhandle Health District (if needed)

Approved by

*Camille Stoddard*  
*CAROL BAKER 2106*  
*N/A per PHD*

Date

*4-22-25*  
*04-28-25*

Please review *Hayden City Code, Title 7, Chapter 4, Parades and Public Assemblies*, and *Title 7, Chapter 5, Public Parks and Beaches* available on our website under City Codes and Ordinances, for a complete list of rules and regulations governing your event.

**RELEASE:** APPLICANT, by signing this application, releases and discharges the City of Hayden from any liability of any nature for any property damage or personal injury suffered by the undersigned on the city of Hayden premises, including personal injury and the theft, loss, injury or destruction of property of any kind from any cause. The term APPLICANT shall include all parade participants.

**INDEMNIFICATION:** APPLICANT agrees to indemnify, defend, and hold harmless the city of Hayden, and its officers, agents and employees, from and against any and all claims, losses, actions, or judgments for damages or injury to persons or property arising out of or in connection with the acts and/or any performances or activities of APPLICANT, APPLICANT's agents, employees, or representatives under this Agreement.

**HOLD HARMLESS AGREEMENT:** By signing this document, the applicant certifies that they have read, understand and will comply with the City of Hayden's Parade Rules and Regulations. The applicant further certifies that all members participating in the unit identified in the application have been advised of and are knowledgeable of said rules and regulations and have agreed to comply with them. The applicant further agrees to hold harmless, the City of Hayden and its designated representatives, volunteers and sponsors, if there is an injury associated with the parade.

APPLICANT acknowledges that he/she has read, understand and will abide by the Governor's May 1, 2020 Stay Healthy Order regarding the coronavirus and have read the protocols by which events are asked to follow, along with the mandatory social distancing and sanitation requirements. APPLICANT agrees to comply with Governor's Order, as well as the CDC guidelines and Panhandle Health mandates, and ensure all participants will comply. APPLICANT agrees that if the City determines him/herself and/or his/her participants are not in compliance with the Governor's Order, CDC, or Panhandle Health District, the City reserves the right to cancel/terminate my participation in this event.

APPLICANT acknowledges that there are many known and unknown dangers and risks associated with the use of the City's facilities, and grants a general release for APPLICANT'S participants and for APPLICANT, APPLICANT'S heirs, executors, administrators and assigns, and APPLICANT waives, remises and forever discharges and releases the City and any and all elected or appointed officials of the City, and all officers, employees, volunteers, agents, insurers and any and all other individuals or entities affiliated with such persons, from any and all claims, several or otherwise, which can or may ever be asserted as a result of any injuries, damages, or communicable diseases sustained by APPLICANT or by APPLICANT'S participants while being involved in this event and during said use of the facility, including coming to and going away from the site.

*I certify that this document and all attachments were prepared under my direction or supervision and that the information submitted is to the best of my knowledge and belief to be true, accurate and complete. I am aware that there are significant penalties for knowingly submitting false information, including the possibility of fine and imprisonment.*

Applicant's Signature: *Chris Stoll*

Date: *4/21/25*



## EVENT PERMIT APPLICATION

Applicants must submit this completed application and receive approval from the Recreation & Community Events Director, City Clerk or a designee **AT LEAST 45 DAYS BEFORE** conducting any type of event.

**APPLICATION FEE:** \$250 per Day/Facility (other fees listed below). Fees are due with application.  
**DEPOSIT:** \$250 per facility. Payment will be held and returned in full if facility is returned to its original condition.

### FOR STAFF ONLY

Received by: Erubelle White Date: 4/28/25

**APPROVAL:**

	Initial	Date
Recreation & Community Events Director	<u>[Signature]</u>	<u>5/19/25</u>
City Clerk	_____	_____
Public Works Director	<u>ARS</u>	<u>5/20/25</u>
City Administrator	<u>fma</u>	<u>5/20/25</u>

CITY OF HAYDEN

APR 28 2025

**RECEIVED**

**FEES:**

Fee: \$250.00/day x 1 No. of Days = \$ 250.00

Amusement Fee (Inflatables, dunk tank, petting zoo, etc.): \$25.00 x \_\_\_\_\_ (Number) = \$ \_\_\_\_\_

Electricity Fee: \$20.00/day x 20.00 (Number of Outlets) = \$ 2 = \$40

**TOTAL DUE \$** 250 ~~250~~ 290.00

**DEPOSIT:**

There is a deposited fee of \$250.00/facility required for all event permits. The deposit can be held in the form of check or card. Deposit will be returned in full if site/facility is returned to its original condition, and no further maintenance is required.

Fee Received by: [Signature] Check/Receipt #: \_\_\_\_\_ Recorded on Calendar \_\_\_\_\_ Date: 4/28/25

Exempt from Fees

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

CITY OF HAYDEN

MAY 19 2025

**RECEIVED**



## **HAYDEN TRIATHLON EVENT PLAN**

### **Attach your own detailed plan for each of the following:**

- Set up/Clean up
- Signage *\*(For weddings at Stoddard, sandwich board signage will be provided. If nicer signage is desired, applicant will need to provide their own signage)*
- Time event, wedding, public assembly or parade will begin
- If serving alcohol, how will it be controlled? How will the designated alcohol serving area be segregated (fence/rope barrier)?
- Controlling disorderly or violent conduct
- Parking plan for all events (Maintaining traffic flow to commercial and other establishments for parade or public assembly)
- Time the event or wedding will end or place and time the public assembly or parade will disband
- Sanitary and medical facilities (For weddings and events, portable toilets will need to be ordered by the applicant, as the only portables available are on the north end of the park)
- Scale drawing of parking facilities *(For weddings at Stoddard, approximately 35 parking spaces will be reserved)*

### **Event Timeline:**

- Included in the packet for each portion of the event, as well as in the Hayden Triathlon Timeline
- Race Day – Starts at 3:30 a.m. with setup, Ends at 11:30 a.m. with takedown and beach reopens
- Race Day – Wave 1 starts at 7:00 a.m. Final Finishers are expected to be done by 9:30 a.m.

### **Event Setup & Takedown Details:**

Included in the packet under:

- Setup & Take Down – Guidelines and Schedule
- Transition Area/Hospitality – Guidelines and Schedule

### **Signage:**

- Signage is placed throughout the courses. Please see “Bike and Run Stations Details” in the packet for sign placement.
- Only Strahorn is closed from Miles to Hayden Avenue

### **Controlling Disorderly Or Violent Conduct:**

- Please see Emergency/Non-emergency Incident Report included in packet
- Volunteers are instructed to call 911 if someone is disorderly or violent

### **Parking Plan:**

- Parking will be allowed at the gravel pit, provided by the city, or at the Church of Jesus Christ of Latter-Day Saints and will be manned with volunteers.
- There is also a shuttle to get people to the beach from those parking areas. The driver has been given detailed instructions.

### **Sanitary and Medical Facilities/Safety:**

- Sheriff personnel is on the lake for the swimmers
- There is a medical tent on the beach
- If there is an injury out on the bike or run course, volunteers are instructed to call 911
- There will be three extra portable toilets at the beach
- Due to the short run and bike courses, portable toilets are not needed along the course, as each section transitions back to Honeysuckle Beach where there are bathrooms and portable toilets.



## HAYDEN TRIATHLON TIMELINE 2025

July 11 3:00-6:00 PM Registration

July 12 3:00-7:00 PM Registration

Set up awards podium and backdrop at City Park

### **RACE DAY      July 13th**

3:30-7:00 AM Transition, Bike, Run Course Setup

5:30 Athletes Arrive for Body Marking

Transition Setup complete

6:20 Mandatory Athletes Meeting

6:30 Swim Course race ready for athlete warm-ups.

EMS arrives on site.

Lifeguards / kayaks / paddle boards in the water to their spots.

6:50 Athletes clear the water. Group behind wave sign bearers.

6:55 National Anthem

6:58 Elite Wave              BIKE COURSE RACE READY

7:00 Wave 1

7:05 Wave 2

7:10 Wave 3

7:15 Wave 4 NOTE WE WILL HAVE INCOMING SWIMMERS AT SAME TIME

7:12 First swimmers out of the water and bike course begins.

7:30 RUN COURSE READY

7:40 First Bikers in and run begins      SWIM COURSE TAKE DOWN

7:55 First finishers arrive                      LAST BIKER IN AROUND 8:30

9:30 Final finishers anticipated      PANCAKE BREAKFAST STARTS CITY PARK

10:30 Awards Ceremony City Park. TRANSITION TAKE DOWN TO REOPEN BEACH

11:30 Conclusion. BEACH REOPENS TO PUBLIC



# Setup & Take Down - Guidelines and Schedule

- Event Date:** Saturday, July 12, 2025
- Location** Main Parking lot at Honeysuckle Beach
- Setup Times:** Saturday, July 12 from 3:00am - 5:00am
- Volunteer Parking** (a) Friday evening: in Parking Lot #1 for Honeysuckle Beach  
(b) Saturday morning: along Honeysuckle Avenue (no volunteer parking in parking lots)  
(c) [take down]: along Honeysuckle Avenue (no volunteer parking in parking lots)
- Takedown Times:** 10:00am - 11:00am  
All volunteers should be **on-site** for takedown by 10:00am.

## General Overview

- Setup & take down (a) transition area, and (b) final stretch of run along parking lot for Hayden Tri

## General Schedule (all of these must be completed to assure maximum volunteer sponsorship)

### *Before Saturday, July 5 (one week before Triathlon)*

- Coordinate presence and preparation of volunteers for transition area

### *Volunteer Coordination - Volunteer forms and shirts*

- Captain expected to provide final count and sizes for shirts to Race Director by Friday 7/4
- Volunteer shirts are available for pick up between the evening of Monday 7/7 - Friday 7/11
- Volunteers = all involved in setup and take down activities
- Collecting all volunteer forms & distributing volunteer shirts for Transition Area volunteers is to be done according to **whatever works best for Captain & team**. It is 100% required that (a) every single volunteer has filled out a volunteer form, (b) all forms are in the possession of the Race Director, and (c) every volunteer is wearing their shirt on Race Day. Any volunteer who does not complete these steps **is not allowed to participate**.



## General Guidelines

Screen Shot from Drone Footage



### Runner's Finish Path

- Approximately 34-40 bike racks involved
- 17-20 on each side, leaving space for one average car to drive through
- Begins immediately after runners turn L upon running back into Honeysuckle Beach parking lot
- Make blue netting **as tight as possible**
- Hang sponsor banners across from each other immediately before Finish Line Structure (these can be obtained from race director if setting up in the evening, or from Information Desk if setting up in the early morning)
- Set up four professional Hayden Triathlon flags along final stretch of run, two on each side, spaced out approximately 10 yards apart from each other

**Bike Racks** - Assuming each bike rack is 10 feet in length, and can fit 8 bikes... we will plan to have 4 racks ("rows") fitting 25 bikes. To create space for 350 bikes<sup>1</sup>, this requires approximately **14 rows of 4-racks** or 56 bike racks set up for athletes.

54 of these bike racks will be set up for "personal" athletes; 2 of these are set up for relay teams.

The two bike racks for relay teams should be setup up along the curb between asphalt and grass, along the southeast side of the transition area, a couple feet south from the path leading from beach to asphalt that cuts across the middle of the grass.

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<sup>1</sup> Final athlete count should be requested by Captain the afternoon of Friday, July 14.





# Transition Area / Hospitality - Guidelines and Schedule

**Event Date:** Saturday, July 12, 2025

**Captain Parking** First Parking Lot at Honeysuckle Beach (*Name will be on list for Security to allow*)

**Volunteer Parking** (a) Chapel on NW corner of Honeysuckle and Maple. Van Transportation will take you from chapel to Honeysuckle Beach. (b) Gravel Pit on corner of Honeysuckle / Strahorn.

## General Overview

- Manage all activities involved with the Transition Area of the Hayden Triathlon during the event

## General Schedule (*all must be completed to assure **maximum** volunteer sponsorship*)

### *Before Sunday, July 6 (one week before Triathlon)*

- Confirm to Hayden Triathlon Board of Directors the volume of expected and required transition volunteers is confirmed and ready. 10 volunteers (*+1 Captain +Announcer makes 12*)

### *Volunteer Coordination - Volunteer forms and shirts*

- Captain expected to provide final count and sizes for shirts to Race Director by Friday 7/4
- Volunteer shirts are available for pick up between the evening of Wed 7/9 - Friday 7/11
- Volunteers = all involved in transition area activities

### **Before 5:00am on Saturday, July 12**

- Collecting all volunteer forms & distributing volunteer shirts for Transition Area volunteers is to be done according to *whatever works best for Captain & team*. It is required that (a) every volunteer fills out a volunteer form, (b) all forms are in possession of the Race Director, and (c) every volunteer is wearing their shirt on Race Day. Without completing these steps, a volunteer is **not allowed to participate**.
- Transition Captain will carefully review assigned roles with all volunteers. **Do not leave this for the morning of the race**. Every volunteer should arrive with a clear understanding of what their function is. Captain is expected to have a clear understanding of their roles, and assure they are completed effectively.

### *Morning of Hayden Triathlon*

- 5:00am: All transition volunteers on-site at Honeysuckle Beach. **Gather at Information Desk** (orange canopy). Assure all volunteers are wearing Hayden Triathlon Volunteer Shirts (no extras will be available)
- 5:30am: Athletes begin to show up. All Transition volunteers in their assigned positions.

### *General Guideline for all Volunteers*

- Any questions you can't answer?** *"I'm sorry I don't have that answer, but the general information desk can help you right on the other side of the transition area."*

### **Transition Captain** (*Volunteer #11*)



- Arrive at Honeysuckle Beach by 4:30am. Park down in lower parking lot (Parking Lot #1). Your volunteers #2-3, 4-5, 9-10 will also be allowed to park in this parking lot (preferably as **FEW** cars as possible). Volunteers #6-9 will park in the chapel parking and take transport to Honeysuckle Beach.
- 5:00am - 7:10am: Assist your volunteers with any outstanding tasks
  - \*\*In consultation with Race Director**, use cones provided to direct (a) run out, (b) bike out, and (c) bike in. Also in consultation with race director, **paint orange and green spray paint** arrows as necessary for athlete and volunteer guidance.
  - Transition Captain and Race Director will have **50 cones** available for intelligent placement.
  - Cones must include keeping bikers OUT staying the LEFT (opposite) lane as they bike out, and cones should extend from bike mounting area to lower parking lot where Bike team has a volunteer.
- ~7:10am: Follow out of water the FIRST athlete. As soon as first athlete enters transition area, approach Motorcyclist and **tell them to begin their ride around the bike course**, as first biker is only minutes behind. (Motorcycle will be waiting by loading dock, for your instructions)
- ~7:45am: Follow out of water the confirmed LAST ATHLETE (confirmed by Race Director and counters). When last athlete enters transition area, approach Sweepers on moped and **tell them to get ready to follow last athlete on the bike**. Keep eyes on last athlete until Sweeper properly begins to follow them. (Sweepers will be waiting by loading dock, for your instructions)
- 8:00am - End of race
  - All your on-site volunteers are instructed to gather on the grass by the Information Desk to meet with you before being released.
  - Whatever you deem necessary to support your team in **effectively** completing assignments
  - Final step #1: after final athlete, confirm timing company (Negative Split) receives basket of all race chips that were returned.
    - Receive from Volunteers #9-10 their hand-written lists of all "missing race chips.
    - Lay out all sheets, so they area cleanly visible, and take a picture of all lists of missing race chips
    - Send clear picture to Chris Stoddard & Lowell Smith via phone message
    - Provide lists to timing company tent
      - (even if NO missing chips, and ALL race chips are accounted for, still touch base with timing company tent to verbalize this clearly)
  - Final step #2: have your on-site volunteers (a) shake out sun-dried turf mats one more time on the south side of the Honeysuckle dock, (b) rolling them up tightly, and (c) placing them with all other dismantled transition equipment by "Public library" book shelf.
  - Final step #3: touch base with Race Director Chris Stoddard before releasing your staff
- ~10:30am - Meet with all your volunteers on the grass by the Information Desk.
  - They will receive an email from you & Triathlon board by 5:00pm on Monday 7/15, asking them to please share feedback on their positions, what worked well, and what problems they confronted that we should be aware of for future events.



The remaining 52 racks will involve **eight rows** (32 racks) evenly spaced along the north side of the transition area, and **five rows** (20 racks) along the south side of the transition area.

Do not set up bike racks against the cinderblock wall on the southeast side of the transition area... this area will be occupied by port-a-potties. Start the southern group of bike racks immediately after the cinderblock wall ends.

### **Swim Transition Path**

The swim transition path (the asphalt stretch between beach sand and the parking lot) will require 6-10 bike racks per side (12-20), with blue netting, to differentiate and clearly separate the athletes from spectators. On the south lawn, the netting bike racks will add an additional 8-10 bike racks as it ebbs around the corner and begins heading south towards the lifeguard station.

### **Bike Out & Spectator Walking - Wall**

Approximately 20 racks should remain available for use along the south side of the "Bike Out" path. This bike out wall will require blue netting, and should be placed so as to allow appropriate room for spectators to pass on the south side of it en route to the viewing area at Honeysuckle Beach, without impeding the athletes biking out.

By our initial count, these three areas (bike wall, transition area, running Finish Path) will all require approximately 120 bike racks set up overall.

### **Setup & Takedown Captain - Specific Tasks**

- [During setup] Do not dismiss volunteers until Race Director walks through area
- [During takedown] Dismiss volunteers AFTER Race Director gives you a thumbs up.





# Emergency / Non-emergency Incident Report

*\*\*If you fill this out, give this paper to the sweeper\*\**

**EMERGENCY:** A crash where the athlete:

- ❖ can neither move nor leave the course on their own, or
- ❖ comes in contact with a vehicle, or
- ❖ has a major injury of any kind.

In case of emergency:

1. Call 911
2. Call Run Captain, (Emry Carr 208-661-1168)
3. Fill out incident report ticket

## EMERGENCY INCIDENT REPORT TICKET

Near Station # \_\_\_\_ (fill in)

Any additional description of where it happened: \_\_\_\_\_

- Bib # of Athlete: \_\_\_\_\_
- Describe incident here: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- If you fill this out, give this paper to the sweeper.

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## NON-EMERGENCY (DON'T WORRY):

- ❖ Athlete trip or stumble, but they continue racing
- ❖ Athlete falls hard, or taps out of race, they want to wait for the "sag wagon" or personal transportation.

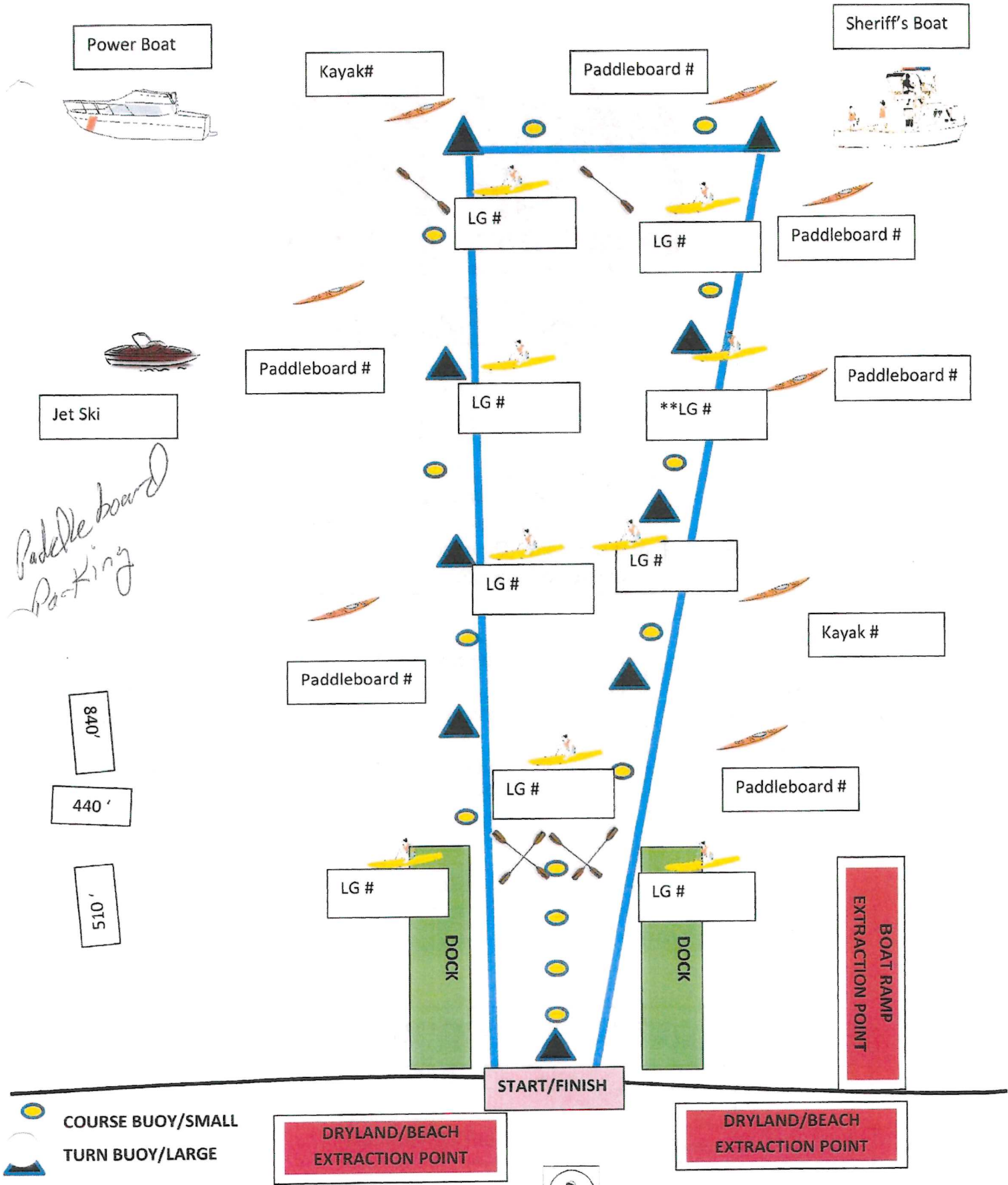
In case of non-emergency:

1. Contact Run Captain
2. Fill out incident report ticket

## NON-EMERGENCY INCIDENT REPORT TICKET

Location:

- Bib # of Athlete: \_\_\_\_\_
- Report incident here: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



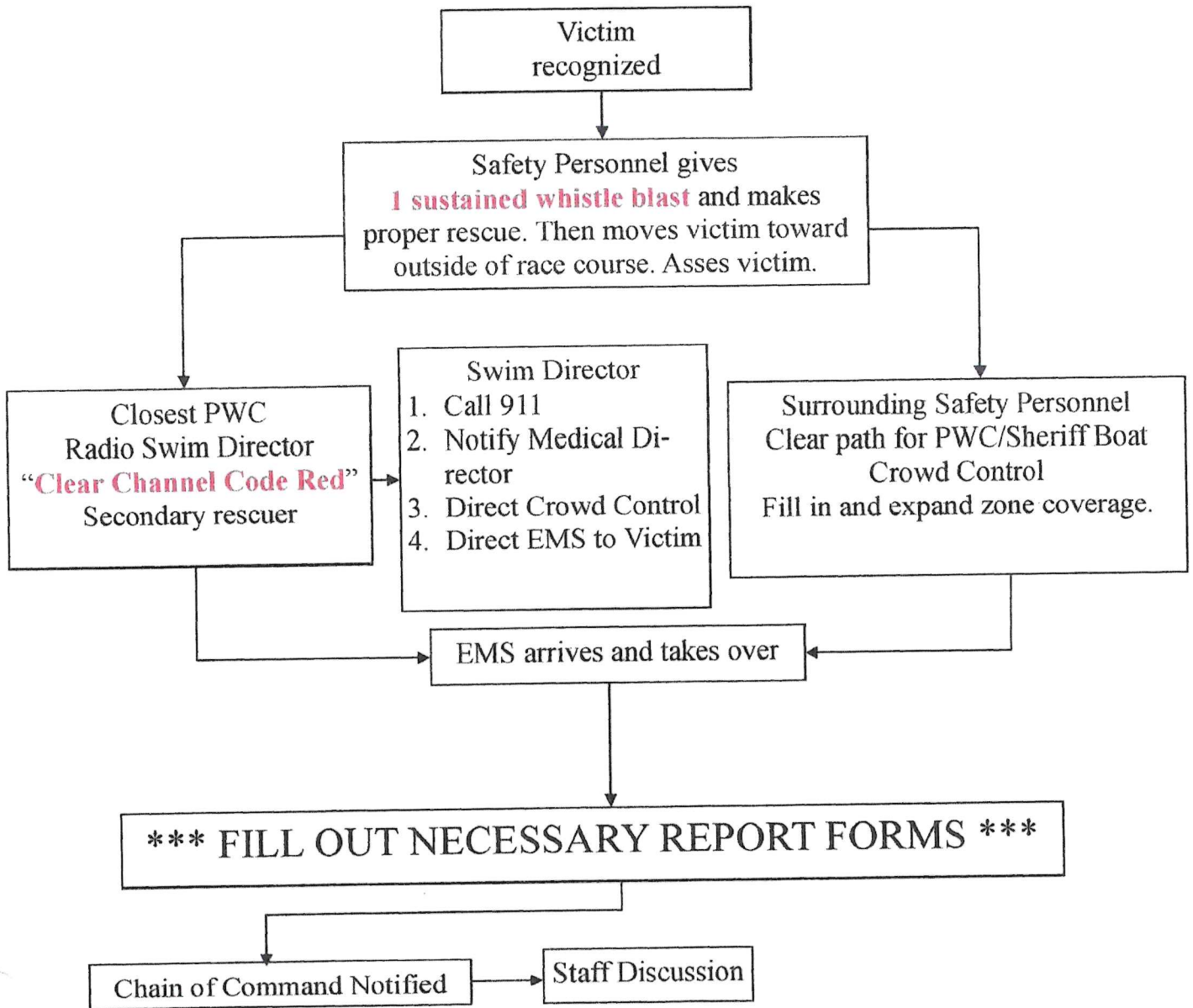
2640' TOTAL SWIM DISTANCE  
 1:50 LG / SWIMMER RATIO

Hayden Tri Swim Grid 2015

Hayden Triathlon

# CODE RED

(Aquatic Emergency)





**HAYDEN TRI (Clockwise from Beach)**

Buoy #	Latitude	Longitude	Water Depth	Buoy Color	Anchor Line
Tri Buoy 1	N/A	N/A	15 ft	Lg Orange	Strap to Center Piling
Tri Buoy 2	47.75453	-116.7531	17 ft	Yellow	20 ft Red
Tri Buoy 3	47.75457	-116.7518	22 ft	Yellow	25 ft Yellow
Tri Buoy 4	47.75462	-116.7506	27 ft	Lg Orange	36 ft Green
Tri Buoy 5	47.75395	-116.7506	22 ft	Lg Orange	32 ft Yellow
Tri Buoy 6	47.75408	-116.7517	23 ft	Yellow	28 ft Green
Tri Buoy 7	47.75422	-116.7529	14 ft	Yellow	20 ft Red

Water Depth at all Pilings = N 15 ft

## 3rd Annual Hayden Triathlon

### WATER SAFETY PLAN - 2013

**RACE STAFF** will be responsible for the following:

Swim course layout and measurement with GPS device  
Updated Swim Safety Grid – to include kayak, SUP, boat, and lifeguard support  
Swim Grid to include buoy placement and time line for layout/pick/sweep  
Equipment list – All required equipment and personnel responsible for acquisition  
Provide event announcer – PA system or back up hand held microphone for public notices  
Provide START/FINISH signage – clearly marked  
EMS coverage at start and finish line – to assess extracted swimmers for treatment plan/transport  
Provide rescue tubes/rescue boards (if available) for life guards  
Provide whistles to Lifeguards  
Provide orange flags for “swimmer in distress” to kayaker/SUPS/PWCS  
Provide appropriate “communications system” – team link using walkie-talkies/handhelds/boat radio

**LEADERSHIP** – Assignment of Duties/Responsibilities will include but not limited to:

*Race Director* – Coordinate/Delegate/Responsible for safety and welfare of all participants/spectators  
*Volunteer Captain* – Recruitment- Signups-delegation of specific duties within volunteers’ ability  
*Swim Captain* – Responsible for implementation of swim safety plan/coordination of safety team including Lifeguard/SUPS/PWC/Boats  
*Communications Captain* – Design/set up/implementation of effective communications systems between water safety team both on water and land. Assign frequency to be used during event.  
*EMS Captain* – Monitors placement of EMS personnel (includes sheriff and marine patrol units)  
*Course Management Captain* – Layout/breakdown of swim course/monitor water and weather data

**SCHEDULE AND TIME LINE** – To be maintained in accordance with use permit if applicable.

A schedule and timeline will be developed prior to the race with input from entire water safety team.  
Safety and respect for community are to be of the utmost priority.

**LIFEGUARD SERVICE** – swimmer- to - lifeguard ratio

The ratio will be 1 Lifeguard to every 50 swimmers (but not limited to). Certifications will be accepted from all 7 certifying lifeguard agencies with proof of certification. Lifeguards will be assigned according to certification level, ability and race need. Appropriate placement on course is the responsibility of the Swim Captain.

**WATER TEMP** – Water temp will be taken on race day morning at least one hour prior to start at 18” in depth and at 2 locations. Wetsuits can be worn at the discretion of the swimmer.

**WATER QUALITY TESTING** – This shall be monitored by swim director the week before the race as well as the day of event. (Water Quality Dept)



## **DAY OF RACE PROCEDURES**

The Race Director will be ultimately responsible (with input from safety team) to determine that lake conditions are safe upon the start/duration of the swim. The RD will monitor air temp, water temp, wind conditions, inclement weather warnings from 5AM –completion of race. National lightning protocol will be followed. The RD has the responsibility to cancel the swim before or during the race in the event of unsafe conditions. Any Cancellation announcements will be made over public sound system or portable PA.

The water safety team (boats/lifeguards/SUPS/PWCs/Kayakers) will be notified via event communications if conditions are deemed unsafe and will be instructed to notify swimmers in progress to return to shore. Upon returning to shore swimmers are required to check out with Race Staff before leaving the venue to insure all swimmers have returned safely to shore. A final sweep of the course will be done by the water safety team as a final safety precaution.

## **EMERGENCY RESPONSE PLAN**

Rescue staff will identify swimmers in distress, provide support verbally or allow swimmers to hold on to safety equipment (as long as swimmer does not make forward progress). If a swimmer needs to be extracted from the water (either voluntarily or by request of water safety team) they will be immediately evaluated for further emergency intervention. If swimmer requires extraction from the water they will be taken/escorted to a designated extraction point for final evaluation/follow up which may include transport to local medical facility. Race Director and Sheriff Fire and Rescue on scene will be notified and updated by EMS personnel via central communication system.

## **ZONE COVERAGE FORMAT/GRID**

To provide maximum coverage and safety this venue will be using "Zone Coverage "with Back End Flotilla Sweep. Water safety volunteers will be assigned an area to cover during the race. Volunteers will be responsible to cover a certain geographic area as the swimmers pass by on this point to point swim. As the last swimmer passes, the water safety team will form a broad "V" shape for final visual scan and equipment pickup. There will be tiers of coverage (see swim grid diagram) by the water safety team on the course. Paddle boards will be placed in front of pilings for outgoing and incoming swimmers.

## **SWIMMER IN DISTRESS**

A swimmer may signal for help by raising one hand over the head and waving and/or call out for help. Aid will be given by closest water safety team member/members via boat/kayak/SUP/PWC. Swimmer will be assessed at this time for ability to continue or possible extraction (voluntary or involuntary) from the water. Many times swimmers only need verbal reassurance and they will continue on. A swimmer may rest/hold on to any piece of equipment without disqualification as long as forward motion is not made. Lifeguard assistance can be initiated by a verbal signal and/ or hand wave by swimmer. In addition kayakers /SUPS/PWCs can signal for additional rescue support by using one sustained whistle and/or waving orange held hand flag. Additional assist may be requested using central communications system.

### **EXTRACTION OF SWIMMER FROM WATER**

If after evaluation it is determined that a swimmer requires extraction/removal from water safety Lifeguard/water safety personal will enter the water. Surrounding zone coverage team will assist with protecting swimmer and guard as extraction takes place. The life guard/water safety team will assist swimmer on to a motor craft for transport. Water Safety Team will be notified via central communication system. EMS will be alerted at extraction points. Water Safety team will continue to evaluate swimmer as swimmer is transported to extraction point. EMS at extraction point will receive swimmer and continue/assess for further intervention and/or transport. If swimmer is transported by water safety they will not be allowed to return to race. Early exit swimmers will be documented and added to final swimmer exit count. Race Director will be notified.

It will be the responsibility of the Swim Captain to review and educate lifeguard team regarding race rescue procedures, EAP, and water safety plan.

### **EXTRACTION LOCATIONS (SEE SWIM GRID DIAGRAM)**

There is 1 designated extraction points at the boat dock. EMS will be on standby. All extractions will be documented and reported to race director.

### **MISSING SWIMMER PROTOCOL**

NOTIFY RACE DIRECTOR – CONFIRM EXIT#/ENTER SWIM #'s

NOTIFY EMT ONSITE SERVICES

INITIATE VISUAL SWEEP OF COURSE WITH KAYAKERS/LIFEGUARD/BOAT/SUP TEAM

CONFIRM MISSING SWIMMER WITH RACE DIRECTOR/TRANSITION CAPT/SWIM CAPT

- Bike Rack Check

- Attempt to contact missing swimmer via emergency contact numbers

RACE DIRECTOR – NOTIFY LOCAL RESCUE SERVICES – POSSIBLE MISSING SWIMMER

### **PRESS RELEASE STATEMENT**

Direct all inquiries to the Race Director

### **ATTACHED WATER SAFETY SHEETS**

Hayden Tri Swim Grid 2012

Hayden Triathlon Timeline – Race Day Set Up

Swim course Manager Contact Info Sheet

Equipment List

Pre-letter to safety personnel

EAP Diagram

### **MISSING SWIMMER PROTOCOL**

NOTIFY RACE DIRECTOR – CONFIRM EXIT#/ENTER SWIM #'s

NOTIFY EMT ONSITE SERVICES



INITIATE VISUAL SWEEP OF COURSE WITH KAYAKERS/LIFEGUARD/BOAT/SUP TEAM  
CONFIRM MISSING SWIMMER WITH RACE DIRECTOR/TRANSITION CAPT/SWIM CAPT

- Bike Rack Check

- Attempt to contact missing swimmer via emergency contact numbers

RACE DIRECTOR – NOTIFY LOCAL RESCUE SERVICES – POSSIBLE MISSING SWIMMER

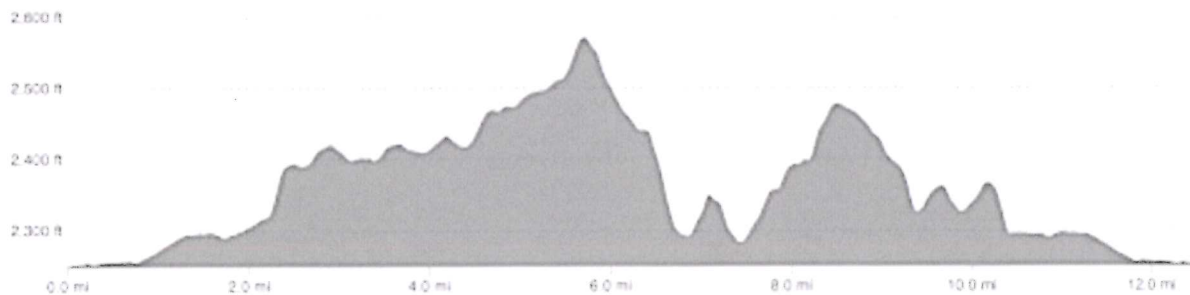
**PRESS RELEASE STATEMENT**

Direct all inquiries to the Race Director

## HAYDEN TRIATHLON BIKE ROUTE



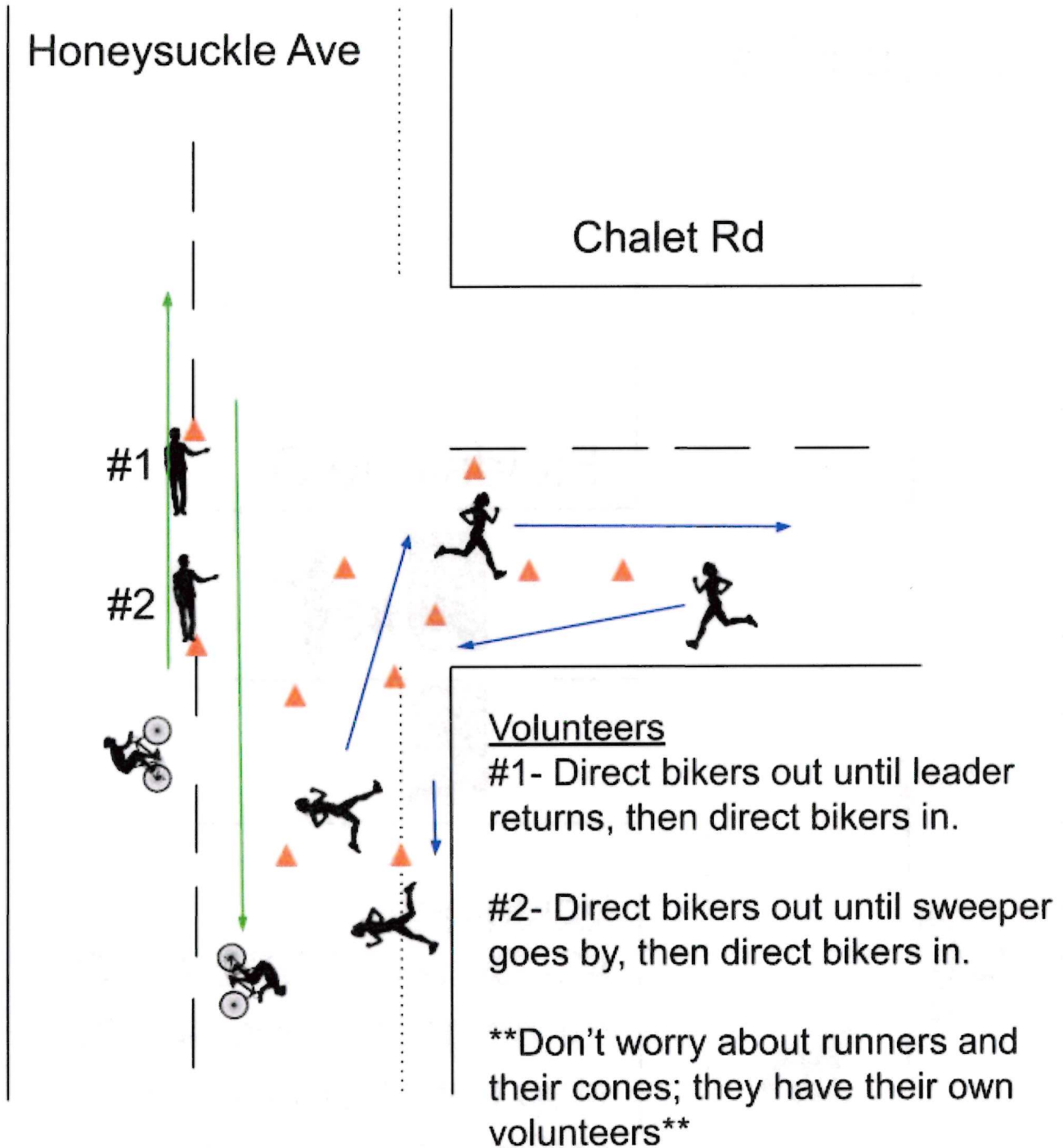
### Bike elevation



HAYDEN TRIATHLON BIKE VOLUNTEER STATIONS DETAILS

Station #1- Intersection of Honeysuckle Ave and Chalet Rd

*\*\*set up your cones!!\*\**

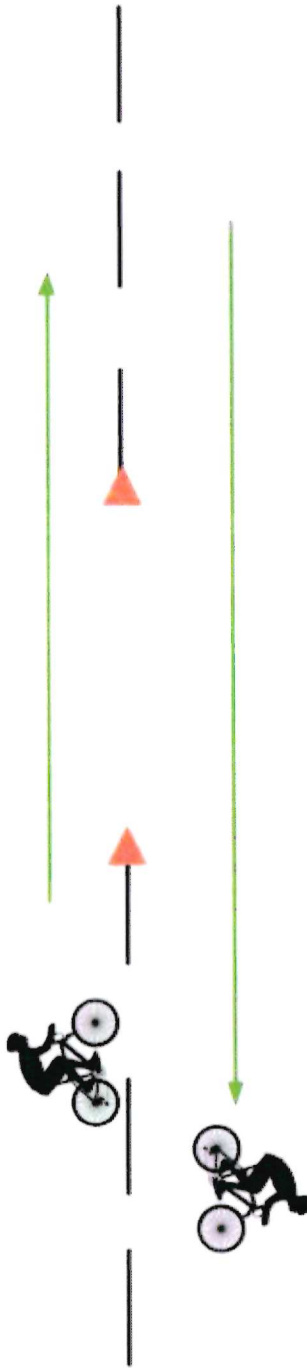




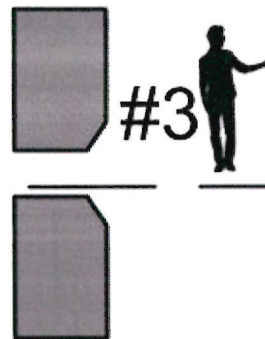
Station #2- Intersection of Honeysuckle Ave and Fieldstone Dr

*\*\*set up your cones!!\*\**

Honeysuckle



Fieldstone Dr.

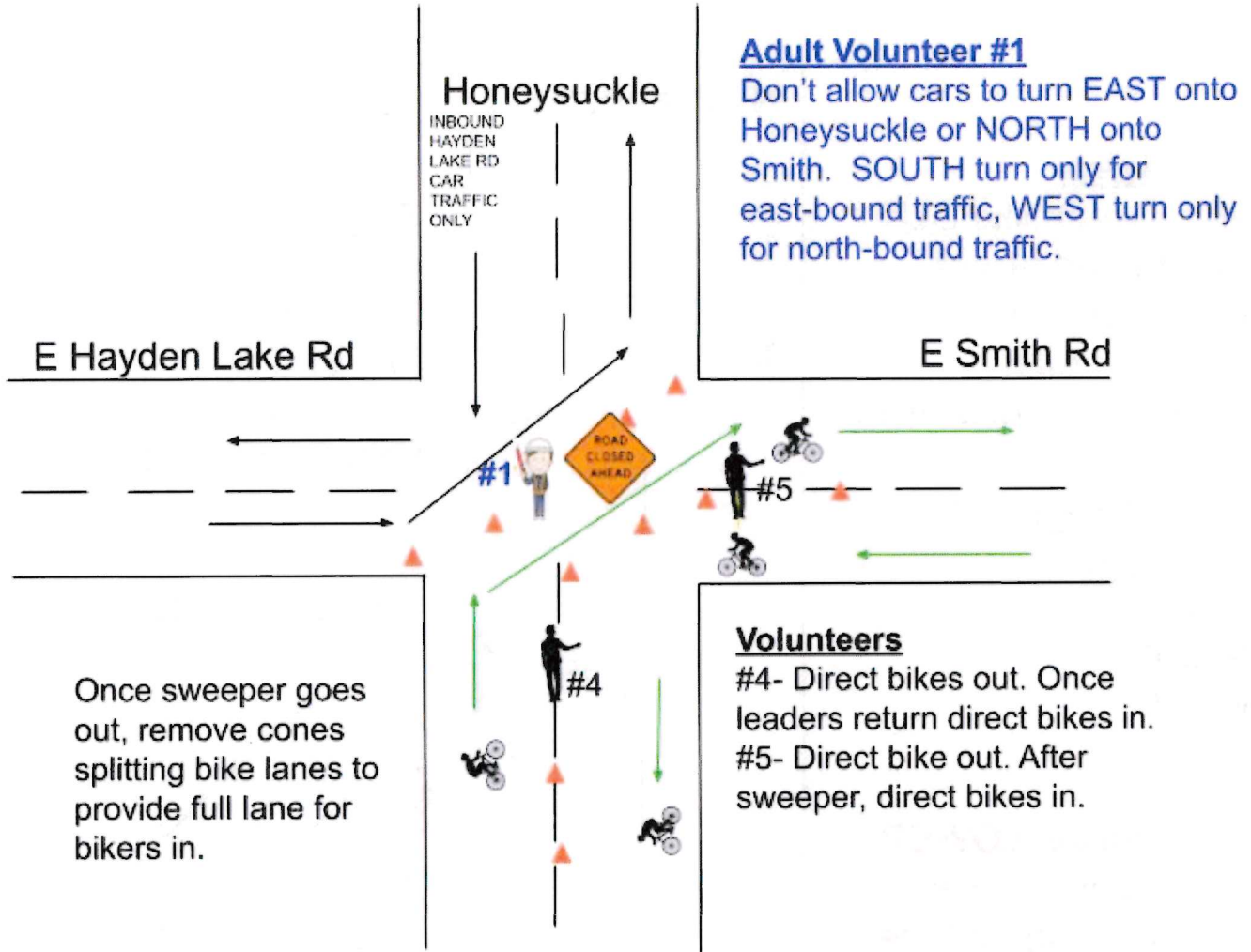


Volunteers

#3- Stand **INSIDE GATE** for neighborhood, kindly stop cars from exiting, redirect to alternate exit (Parkstone Dr).

### Station #3- Intersection of Honeysuckle Ave / E Hayden Lake Rd / E Smith Rd

**\*\*set up your cones!!\*\***



**Station #4- Intersection of E Smith Rd and N Strahorn Rd**

**\*\*set up your cones!!\*\***

Volunteers

#6 - Direct bike OUT:  
"Cross the street immediately!"  
(LOUD). After sweeper direct bike in.

#13 A-Frame

Sign Reads:  
CROSS  
ROAD  
NOW

At 7:10AM, **LOWER** two signs that say "No Parking on Side of road" so they are flat on the ground. And **RAISE** Sign #13 so it faces bikers coming up Smith Rd.



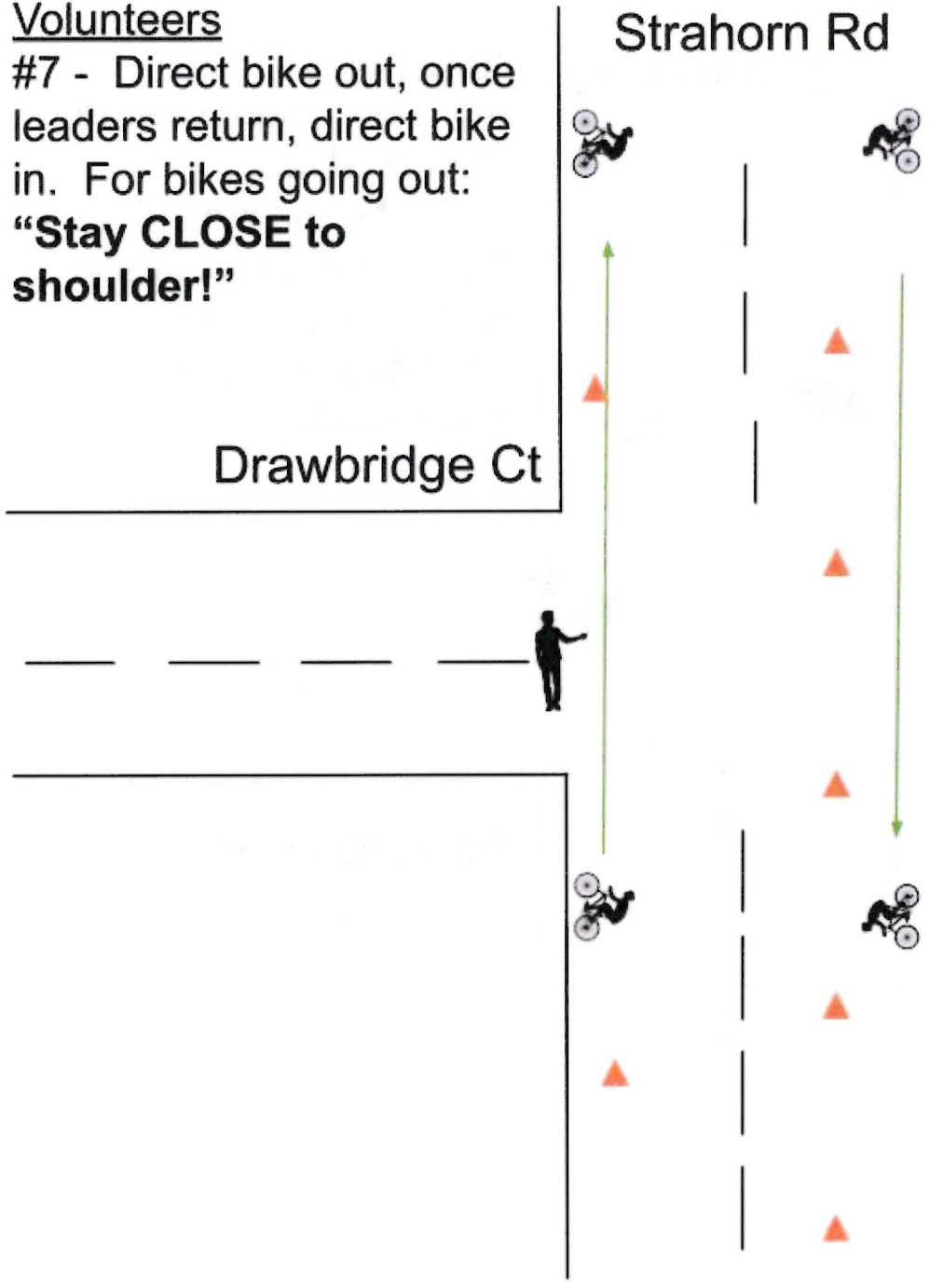


Station #5- Intersection of N Strahorn Rd and N Drawbridge Ct

*\*\*set up your cones!!\*\**

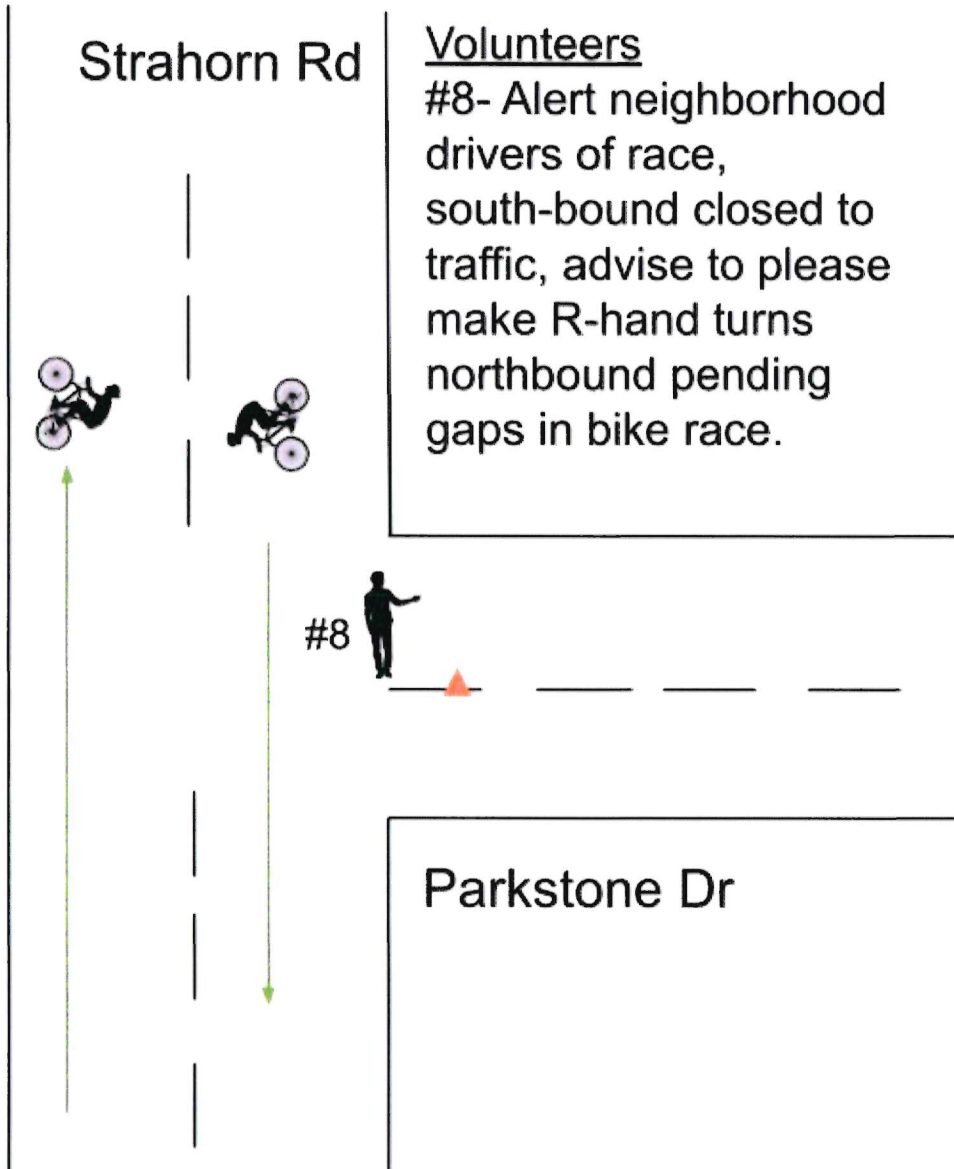
Volunteers

#7 - Direct bike out, once leaders return, direct bike in. For bikes going out: **“Stay CLOSE to shoulder!”**



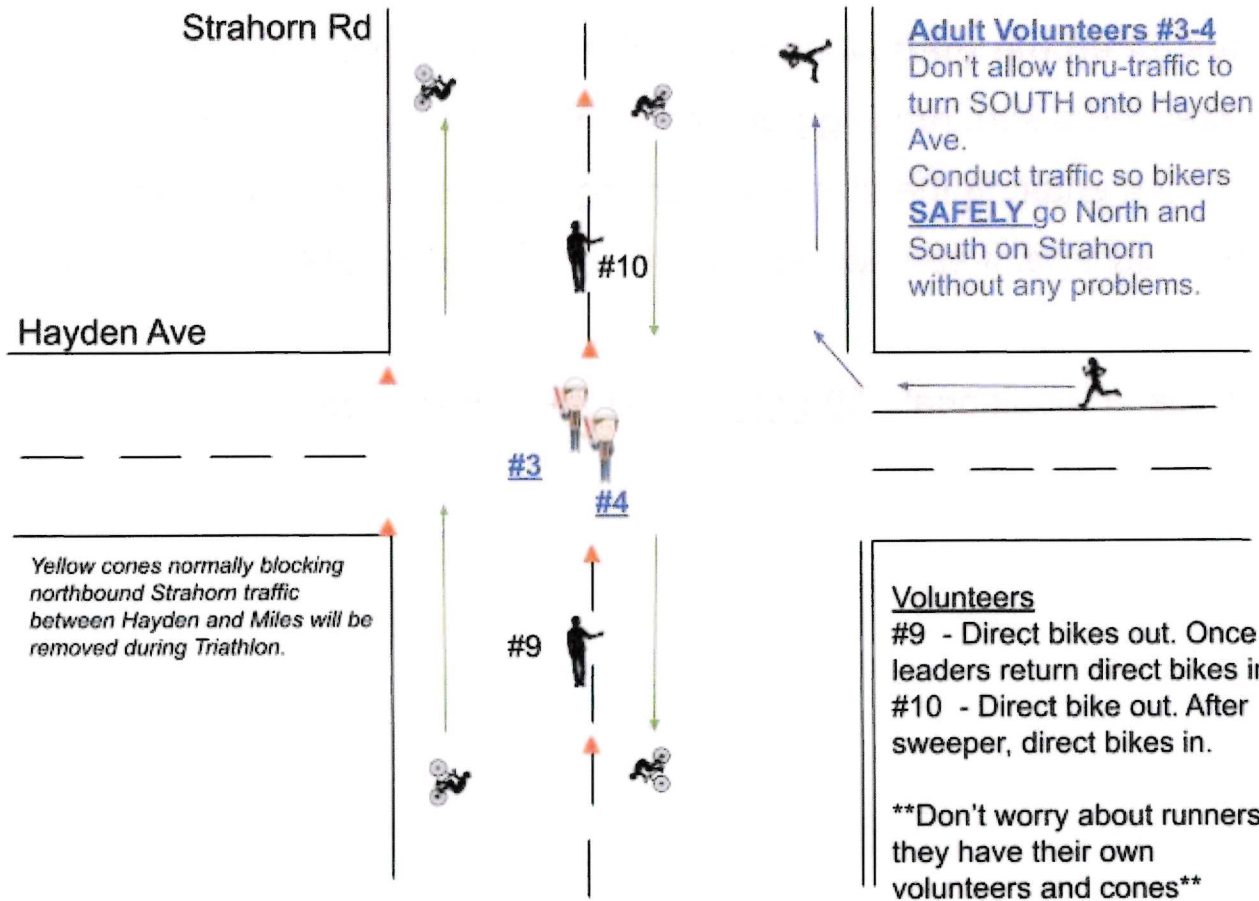
**Station #6- Intersection at N Strahorn Rd and E Parkstone Dr**

***\*\*set up your cones!!\*\****



# Station #7- Intersection of N Strahorn Rd and Hayden Ave.

**\*\*set up your cones!!\*\***





## **Additional Cones on Strahorn between Maple and Hayden**

**\*\*Along with the Stations #7-#11 along Strahon: cones should be placed every 0.02 miles, interchanging along the (a) E shoulder of Strahorn along the golf course (creating a safe running path for runners along the edge of the road without risking entering the bike path coming IN to Honeysuckle Beach, and (b) along the middle paint strip, to separate the BIKE OUT / BIKE IN courses.**

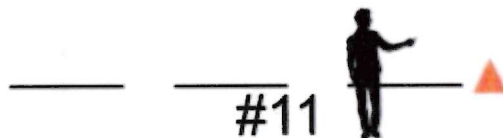
**\*\*This will be an additional ~30 cones over this 0.5-mile stretch\*\***

Station #8- Intersection of N Strahorn Rd and N Country Club Dr

*\*\*set up your cones!!\*\**

*(don't worry about runners or their cones along the shoulder, they have their own volunteers and cones)*

Country Club Dr

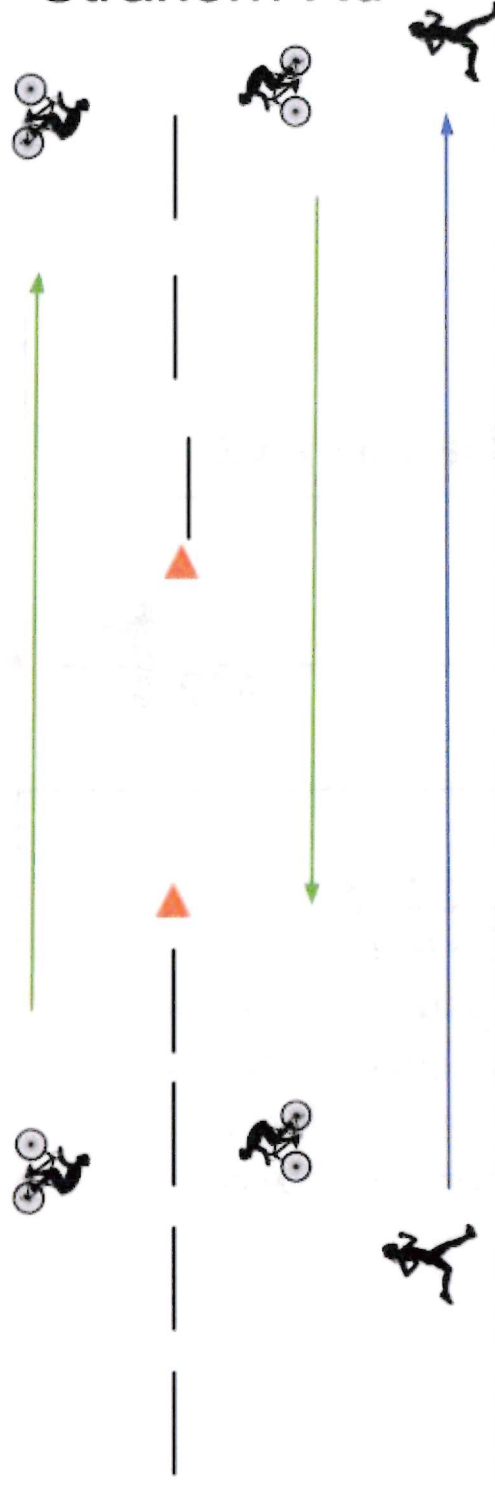


Volunteers

#11 - Alert neighborhood drivers road closed, please turn and exit onto Hayden. (\*\*Possibly be INSIDE the gate\*\*?)

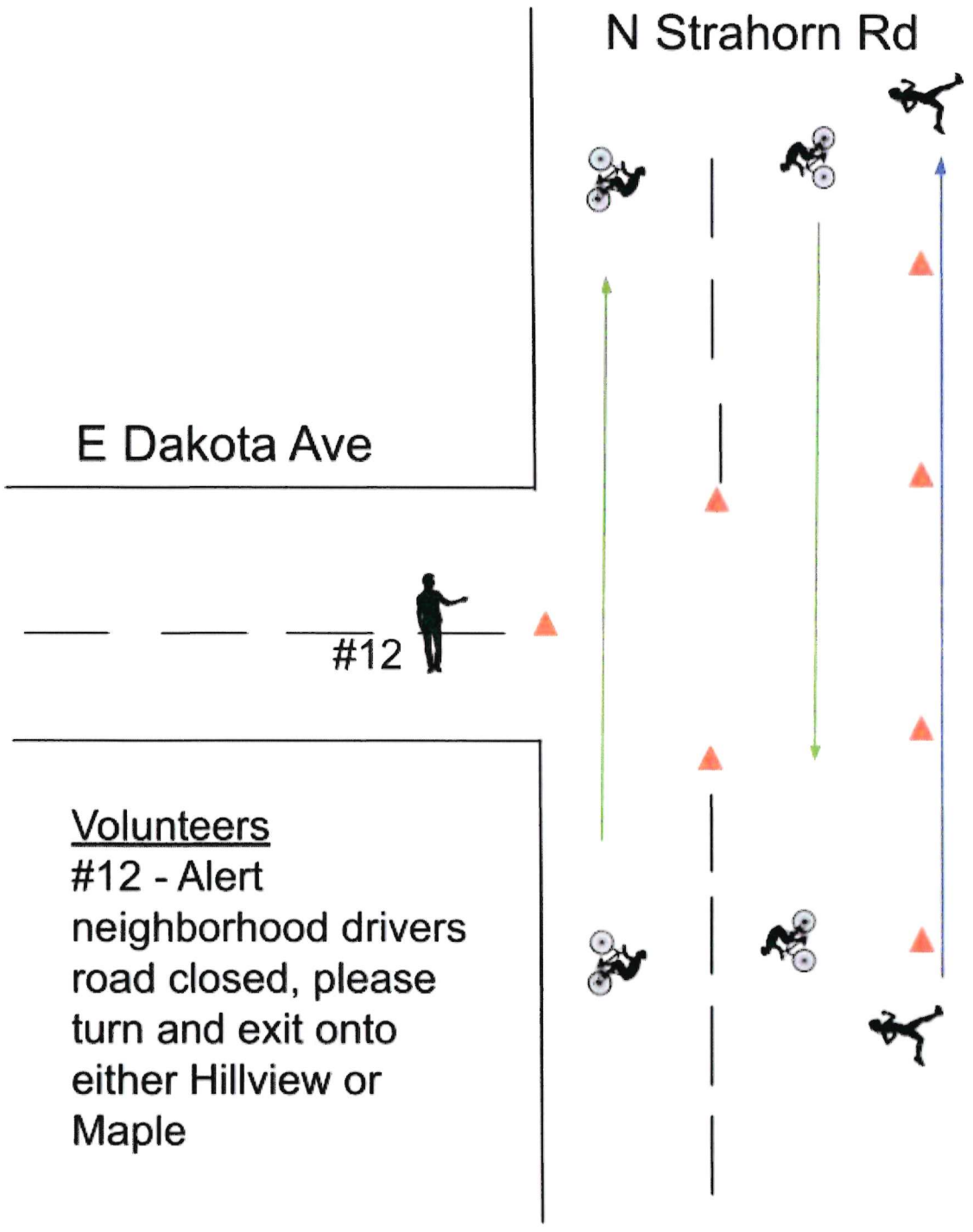
*(#11 should park on Dakota Ave, and walk down to Country Club Dr)*

Strahorn Rd



Station #9- Intersection of N Strahorn Rd and E Dakota Ave

*\*\*set up your cones!!\*\**



E Dakota Ave

N Strahorn Rd

#12

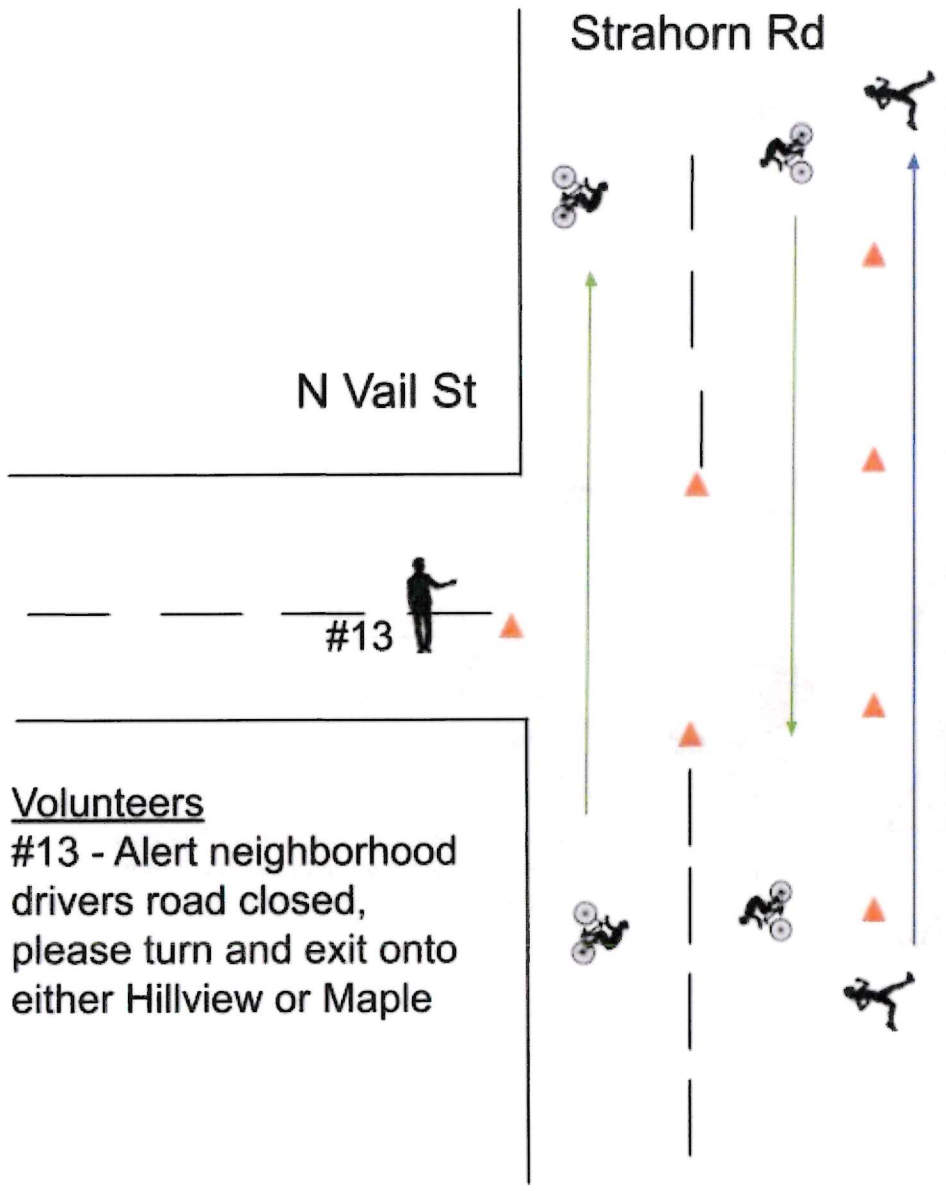
Volunteers

#12 - Alert neighborhood drivers road closed, please turn and exit onto either Hillview or Maple



**Station #10- Intersection of N Strahorn Rd and N Vail St**

***\*\*set up your cones!!\*\****



**Volunteers**

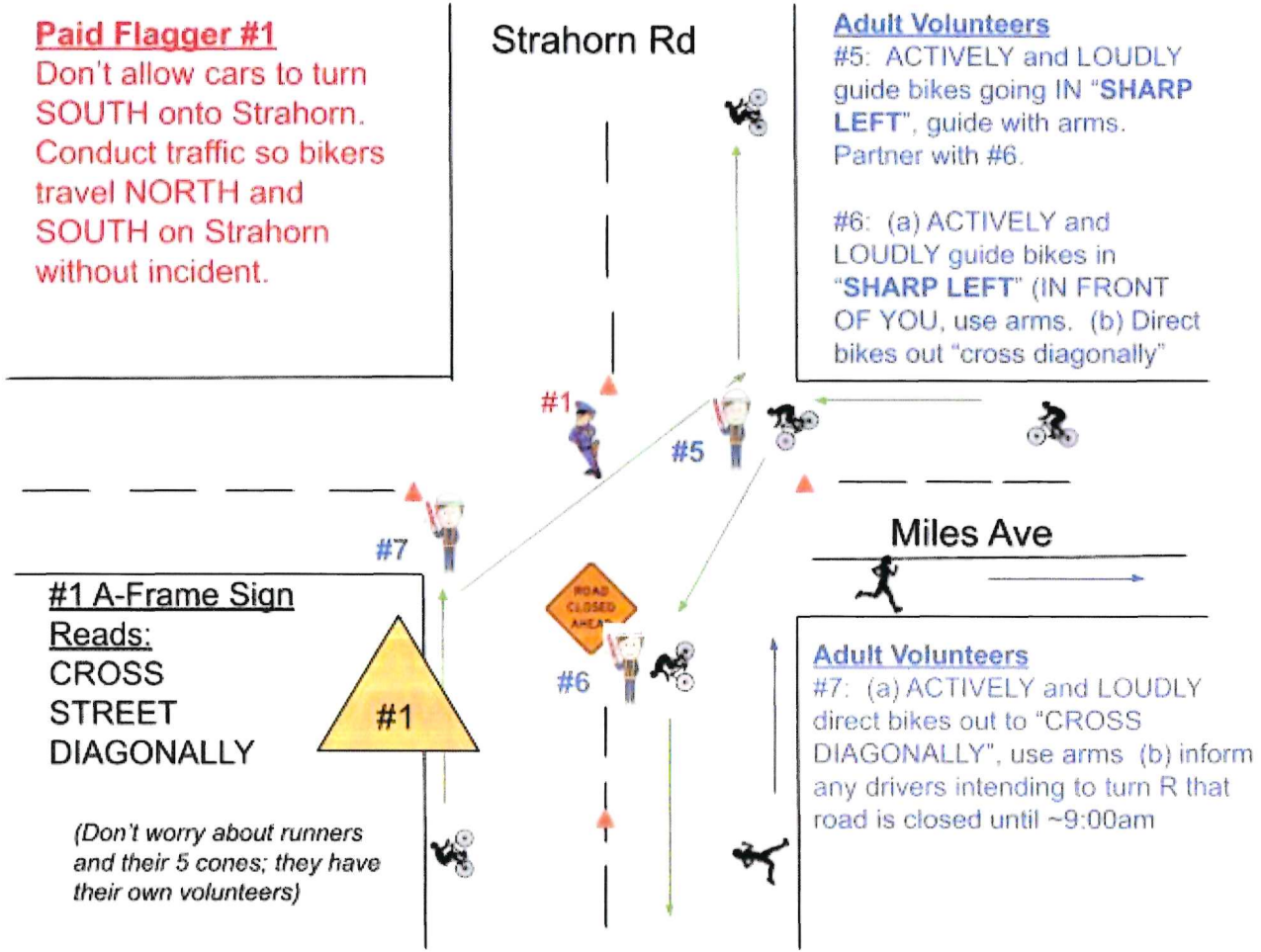
**#13 - Alert neighborhood drivers road closed, please turn and exit onto either Hillview or Maple**

# Station #11- Intersection of N Strahorn Rd and E Miles Avenue

**\*\*set up your cones!!\*\***

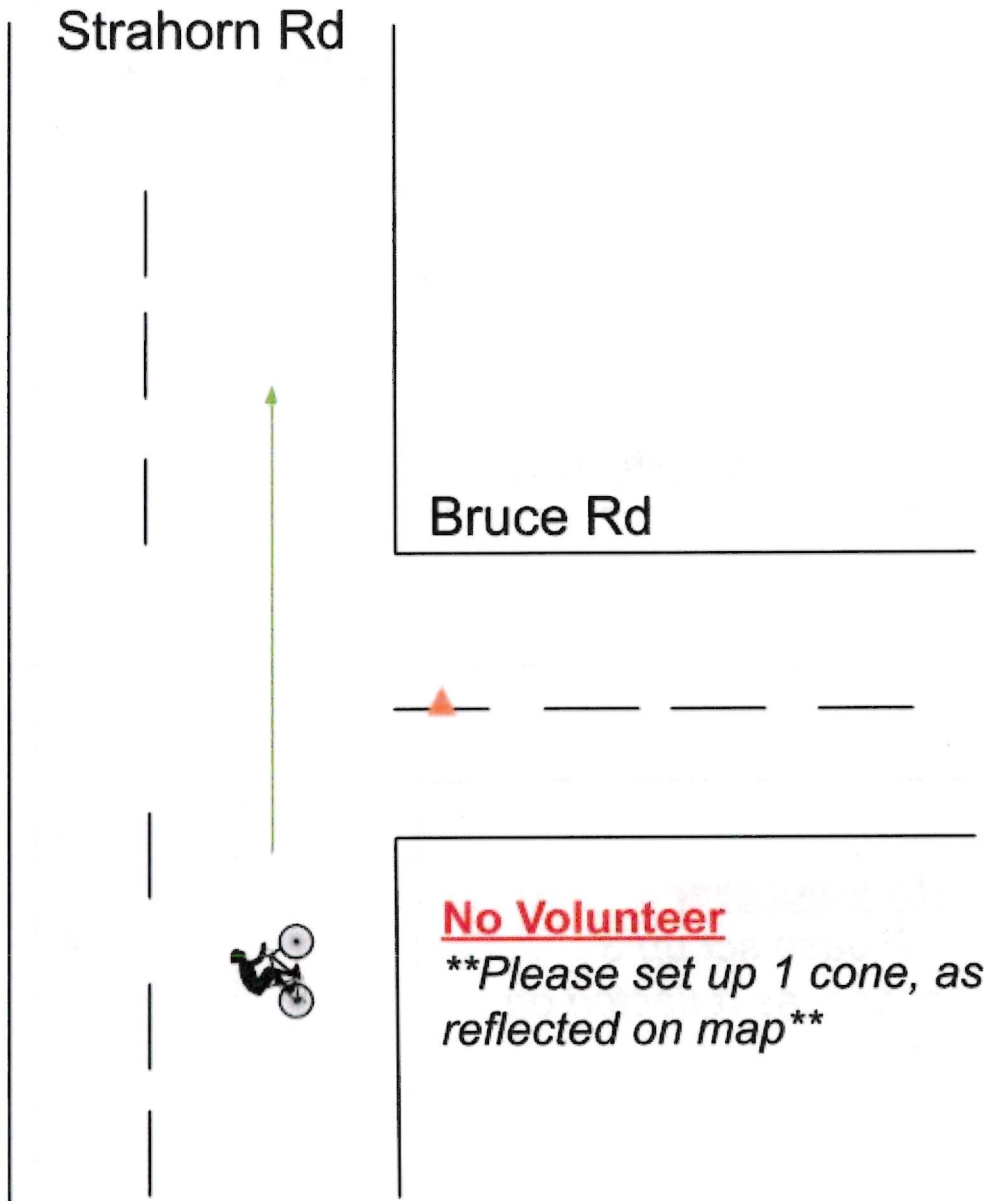
## A-Frame #1: - On the SW corner of Strahorn and Miles

(A-frame should be placed West shoulder, facing SOUTH, but not on personal property)



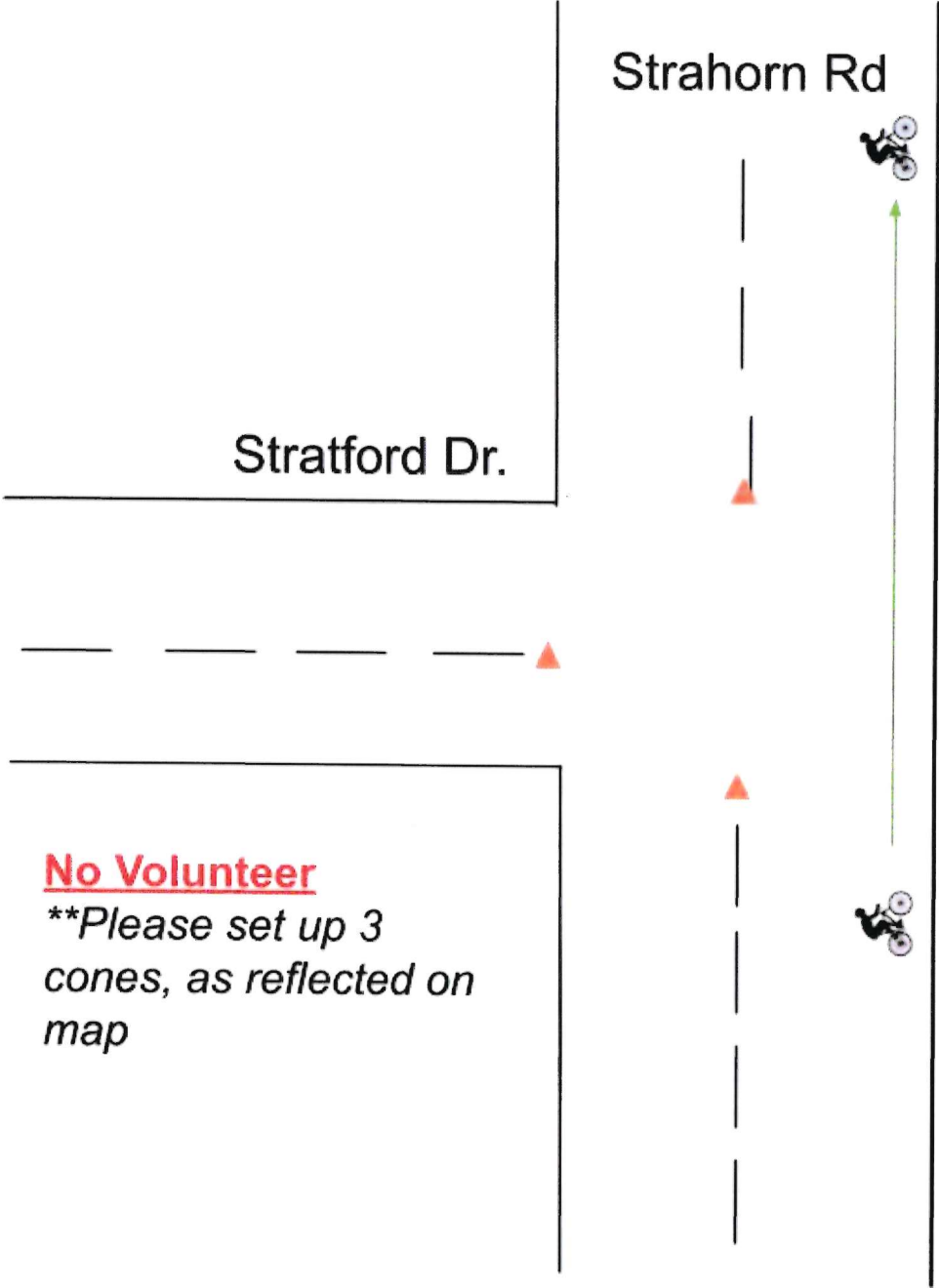
Station #12- Intersection of N Strahorn and E Bruce Rd

*\*\*set up your cones!!\*\**



**Station #13- Intersection of N Strahorn Rd. and E Stratford Dr.**

*\*\*set up your cones!!\*\**

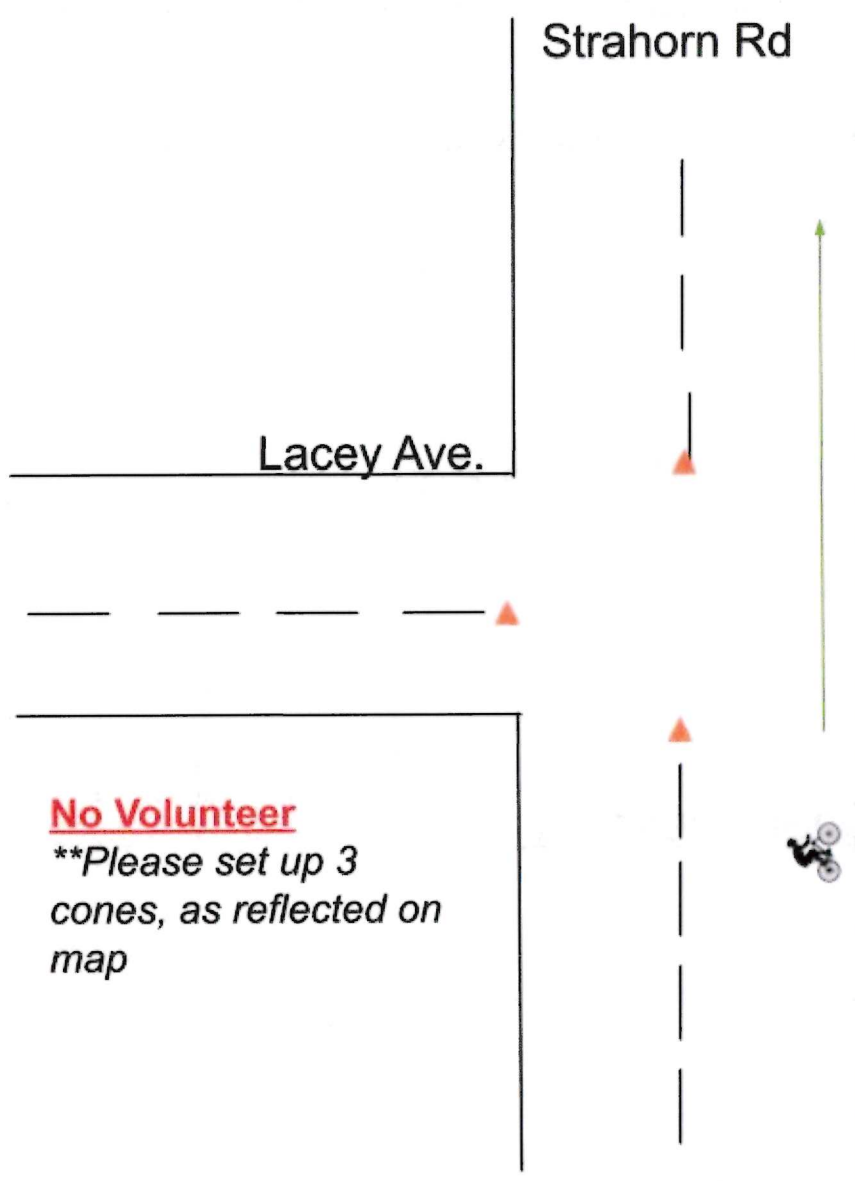


**No Volunteer**  
*\*\*Please set up 3  
cones, as reflected on  
map*



**Station #14- Intersection of N Strahorn Rd and E Lacey Ave.**

***\*\*set up your cones!!\*\****



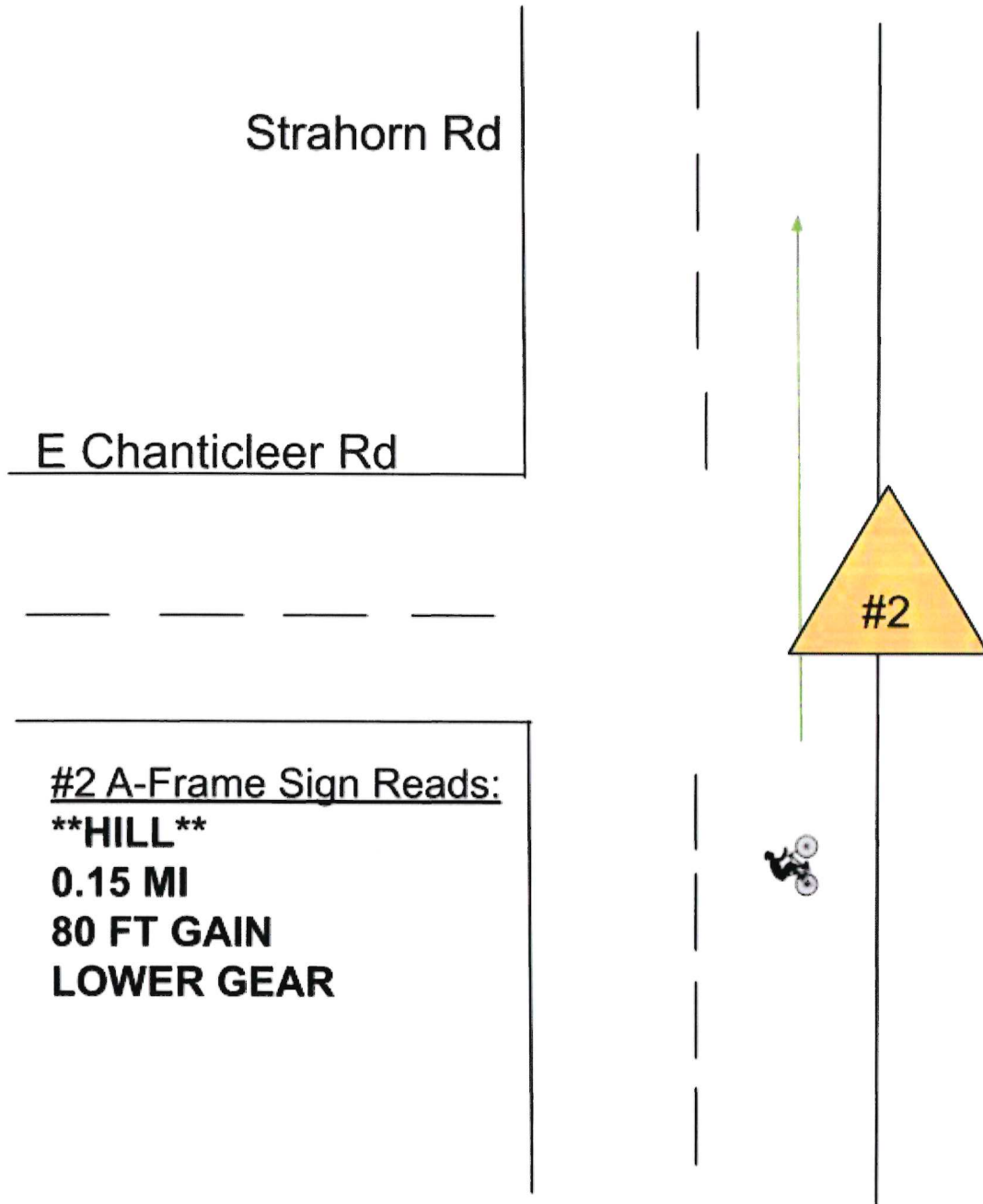
Station #15- Intersection of Strahorn and Galay - *No volunteer or cones*

Station #16- Intersection of Strahorn and Whispering Pines Rd- *No volunteer or cones*

Station #17- Intersection of Strahorn and Chanticleer Ct. - *No volunteer or cones*

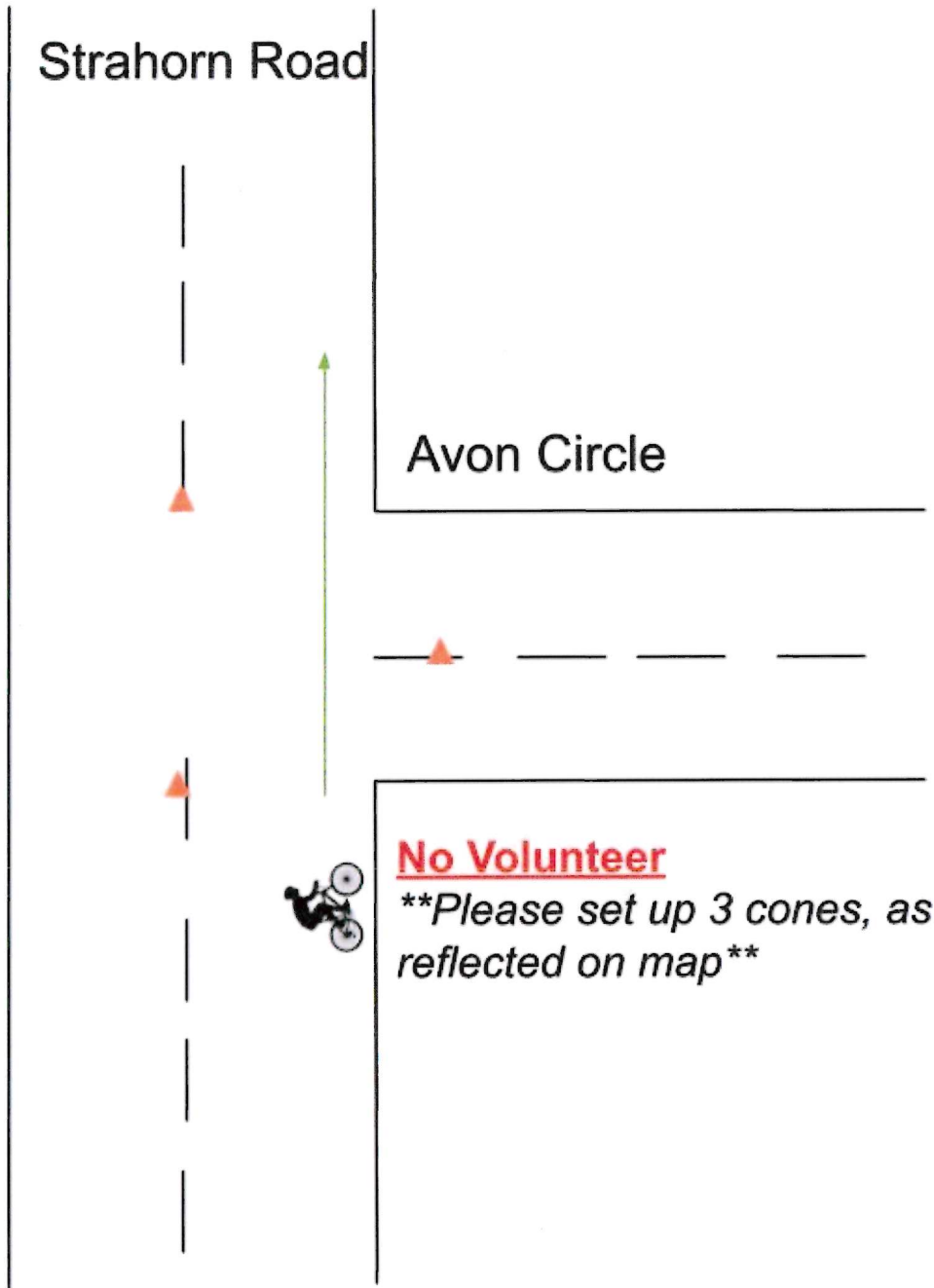
**A-Frame #2: - Across the Street from E Chanticleer Rd**

(A-frame should be placed right along the East Shoulder, facing NORTH but not on personal property)



**Station #18- Intersection of N Strahorn Rd and E Avon Circle**

*\*\*set up your cones!!\*\**

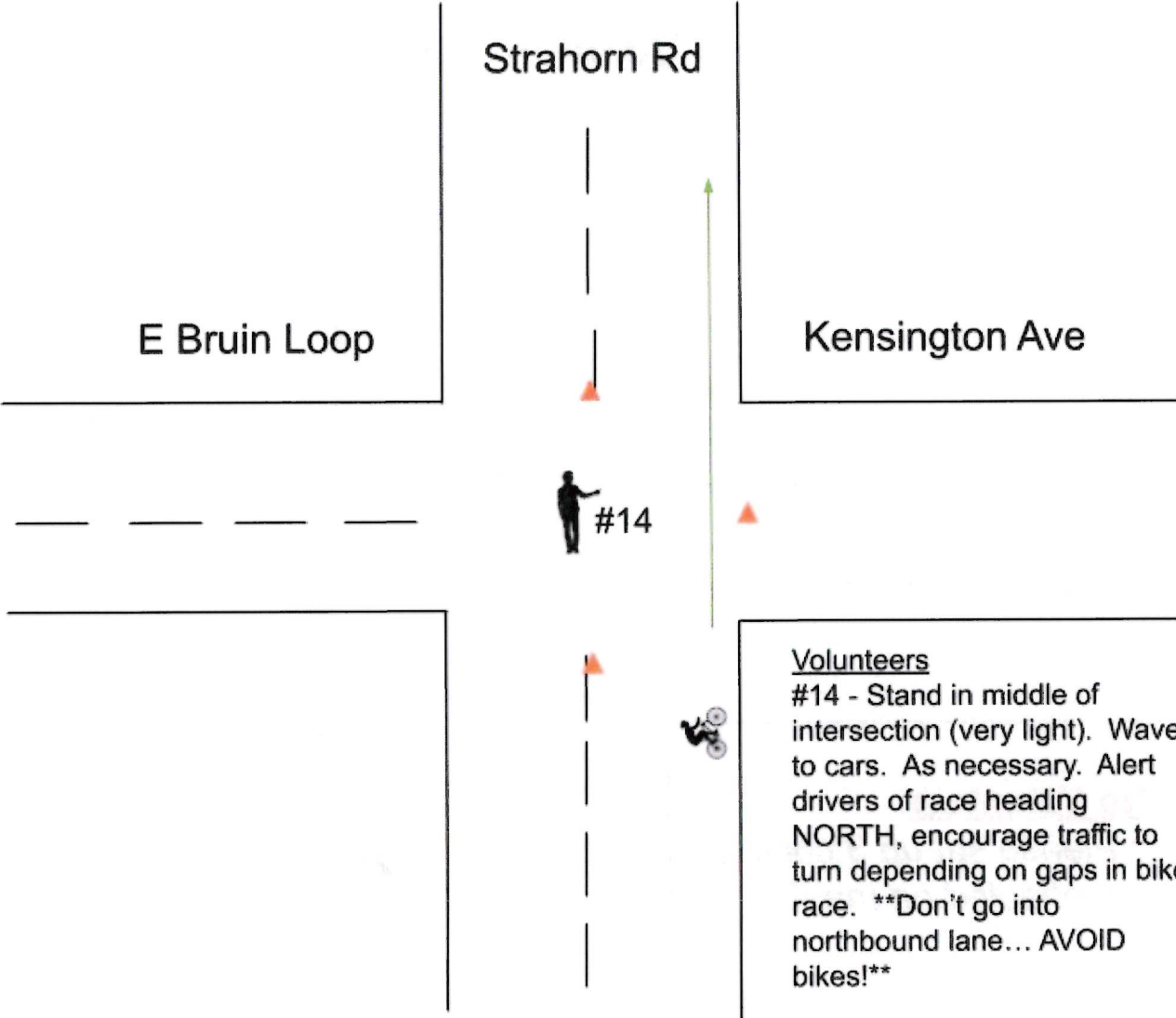


Station #19- Intersection of Strahorn and Starling Meadows - *No volunteer or cones*



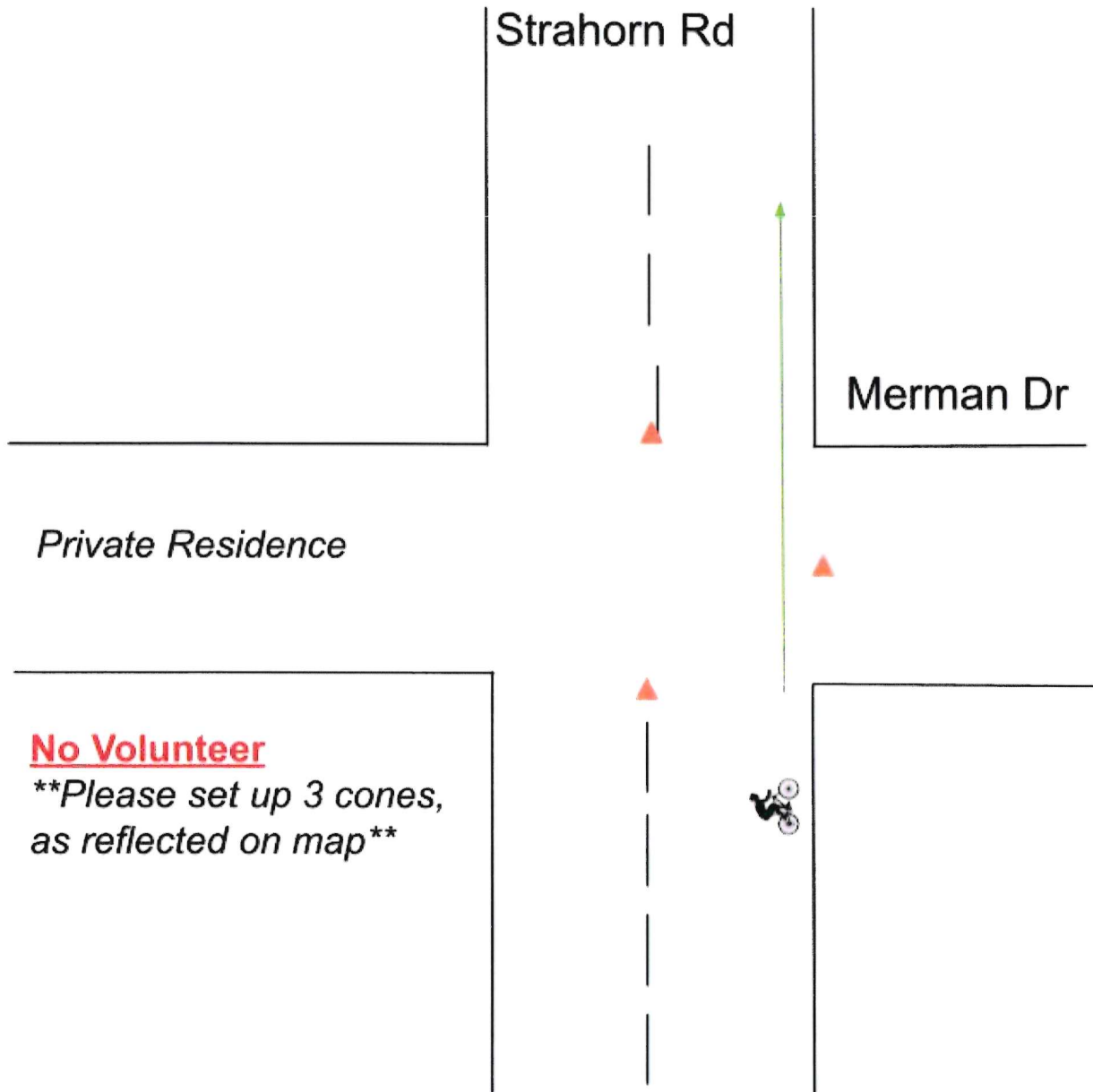
**Station #20- Intersection of N Strahorn Rd. and E Bruin Loop / N Kensington Ave**

**\*\*set up your cones!!\*\***



**Station #21- Intersection of Strahorn and Merman**

*\*\*set up your cones!!\*\**



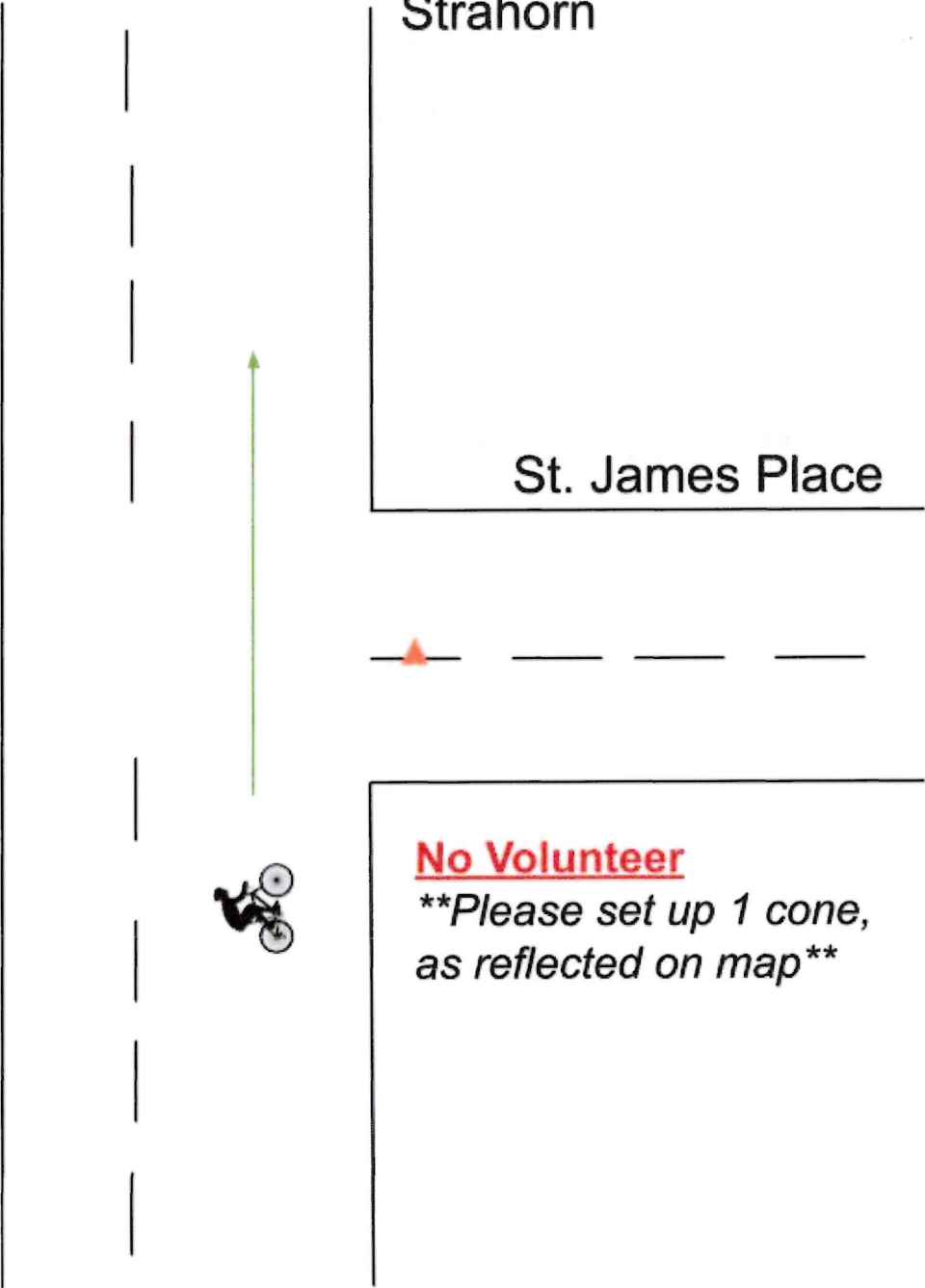
*Private Residence*

**No Volunteer**

*\*\*Please set up 3 cones,  
as reflected on map\*\**

**Station #22- Intersection of N Strahorn Rd and E St. James Place**

*\*\*set up your cones!!\*\**



## Additional Cones on Lancaster between Strahorn and Rimrock

**Cone Placement:** **\*\*Beginning at this intersection, until English Point Road ~2.5 miles late, cones should be placed approximately every 0.05 miles along Lancaster, in the middle of the southernmost lane. Bikes will have the south shoulder & half the right lane exclusively for them. This is approximately 2.5 miles, in addition to cones demonstrated in the diagrams for Stations 23 - 31\*\***

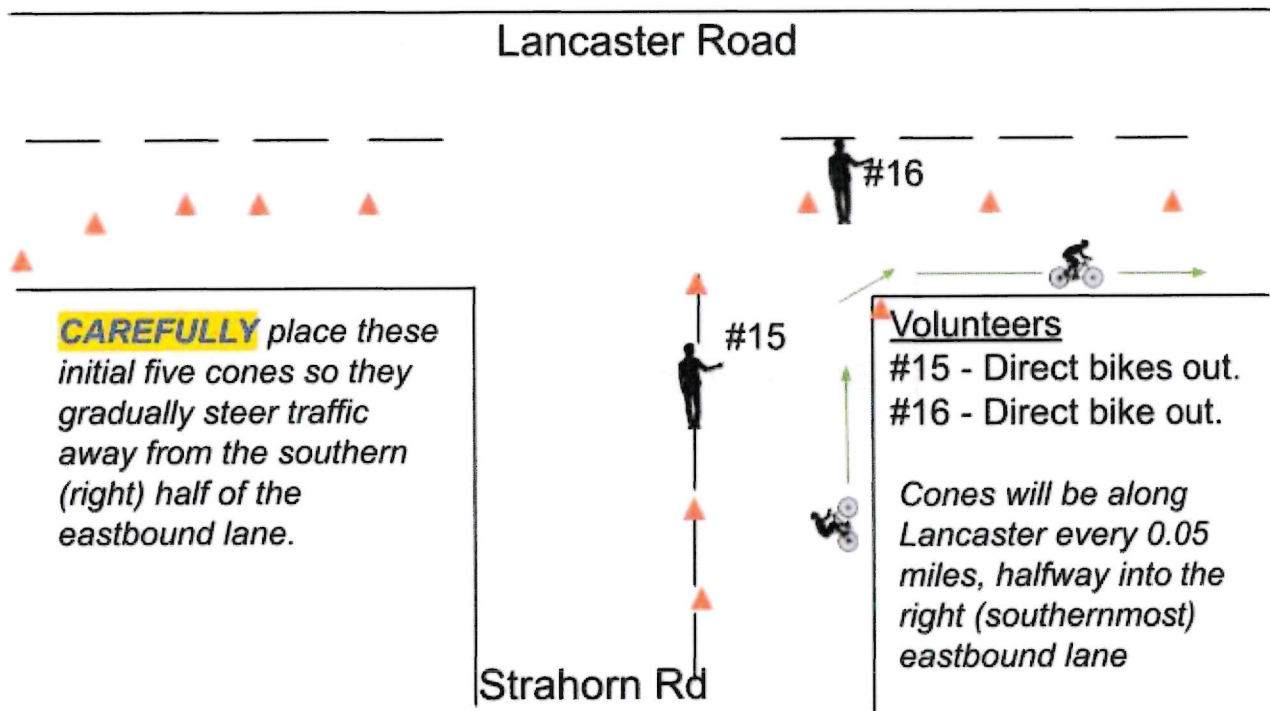
**\*\*This will be an additional ~50 cones over this 0.5-mile stretch\*\***



## Station #23- Intersection of N Strahorn Rd and Lancaster Rd

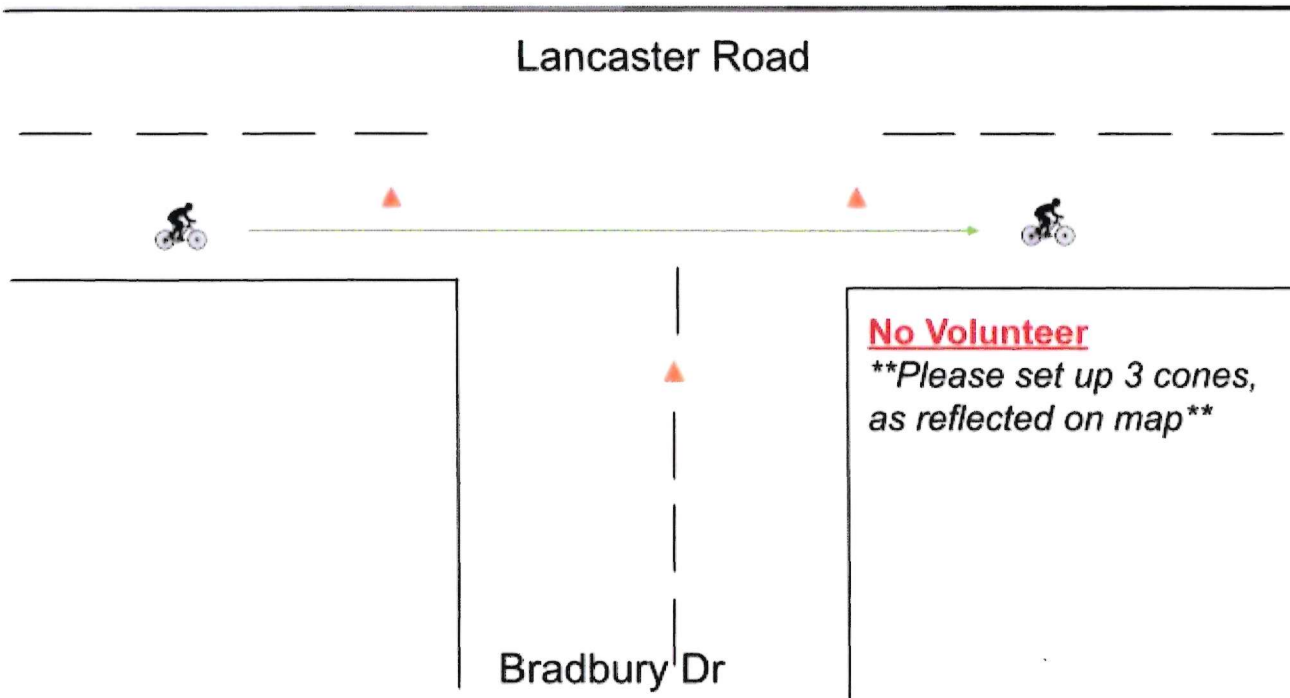
**\*\*set up your cones!!\*\***

**Cone Placement:** **\*\*Beginning at this intersection, until English Point Road ~2.5 miles later, cones should be placed approximately every 0.05 miles along Lancaster, in the middle of the southernmost lane. Bikes will have the south shoulder & half the right lane exclusively for them. As this is approximately 2.5 miles, there should be an additional 50 cones along Lancaster, in addition to cones demonstrated in the diagrams for Stations 23 - 31\*\***



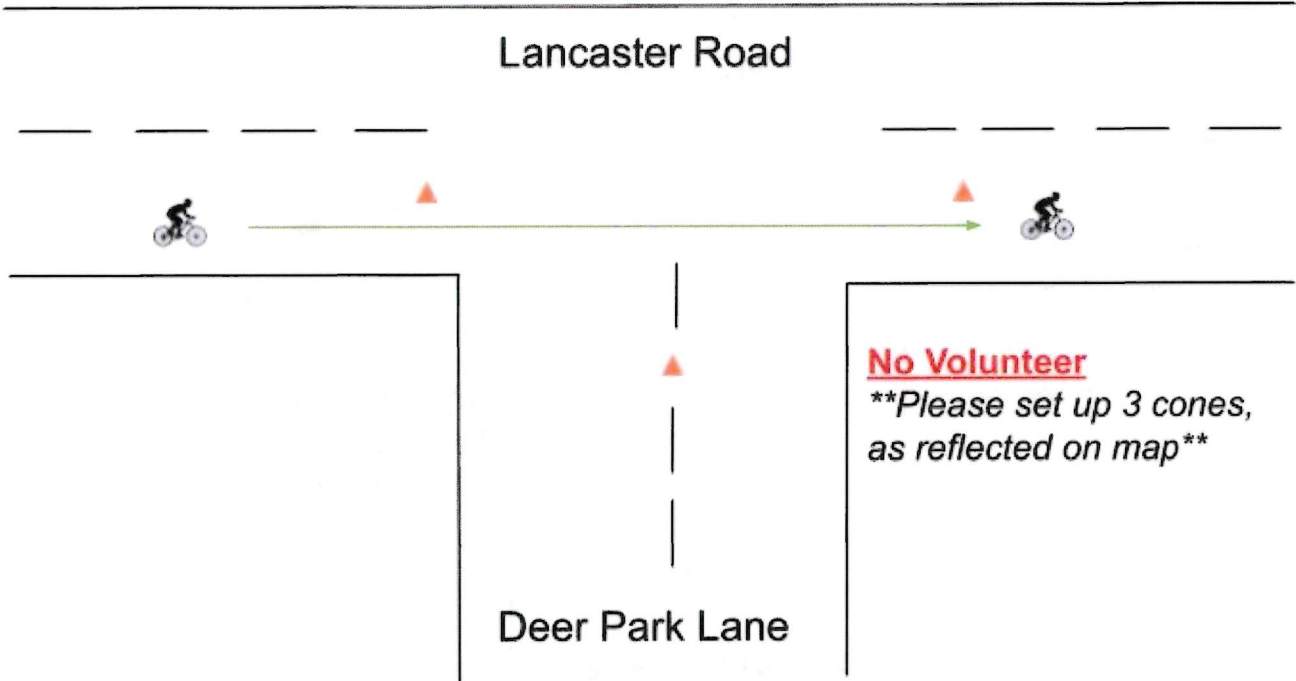
**Station #24- Intersection of Lancaster Rd and Bradbury Dr**

***\*\*set up your cones!!\*\****



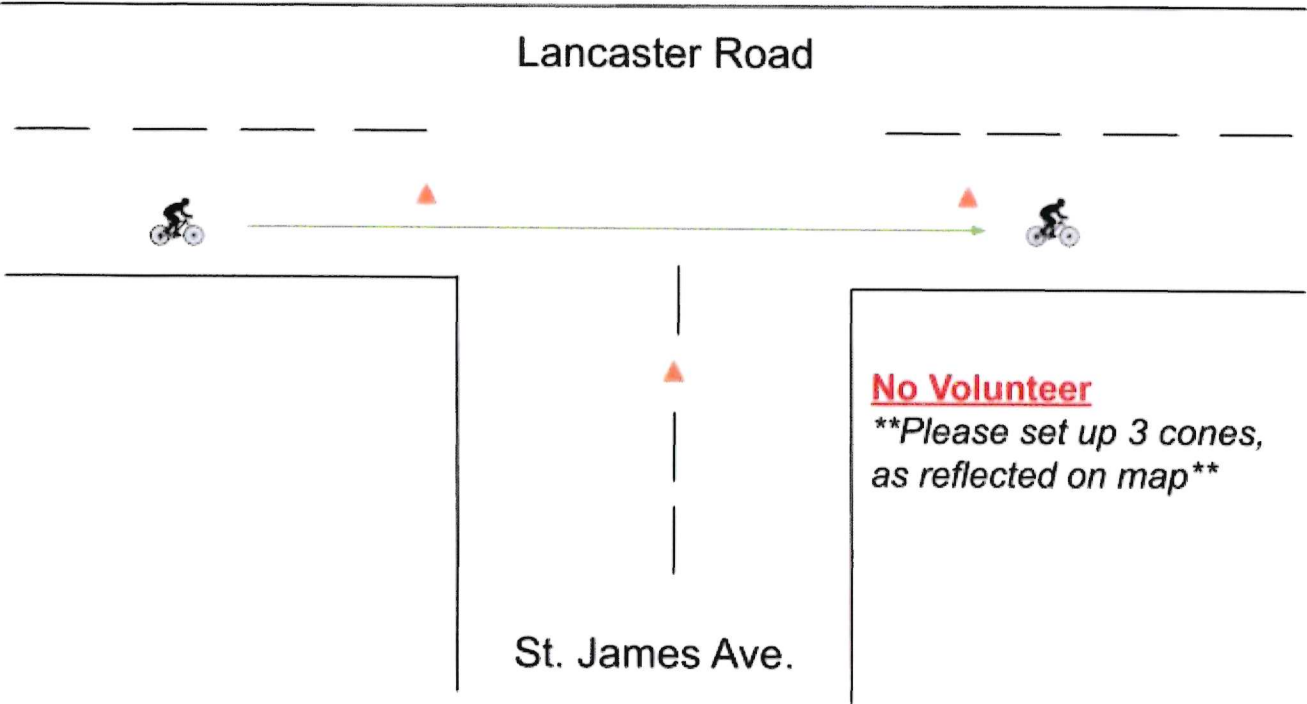
Station #25- Intersection of Lancaster Rd & Deer Park Ln

*\*\*set up your cones!!\*\**



Station #26- Intersection of Lancaster Rd and E St. James Ave

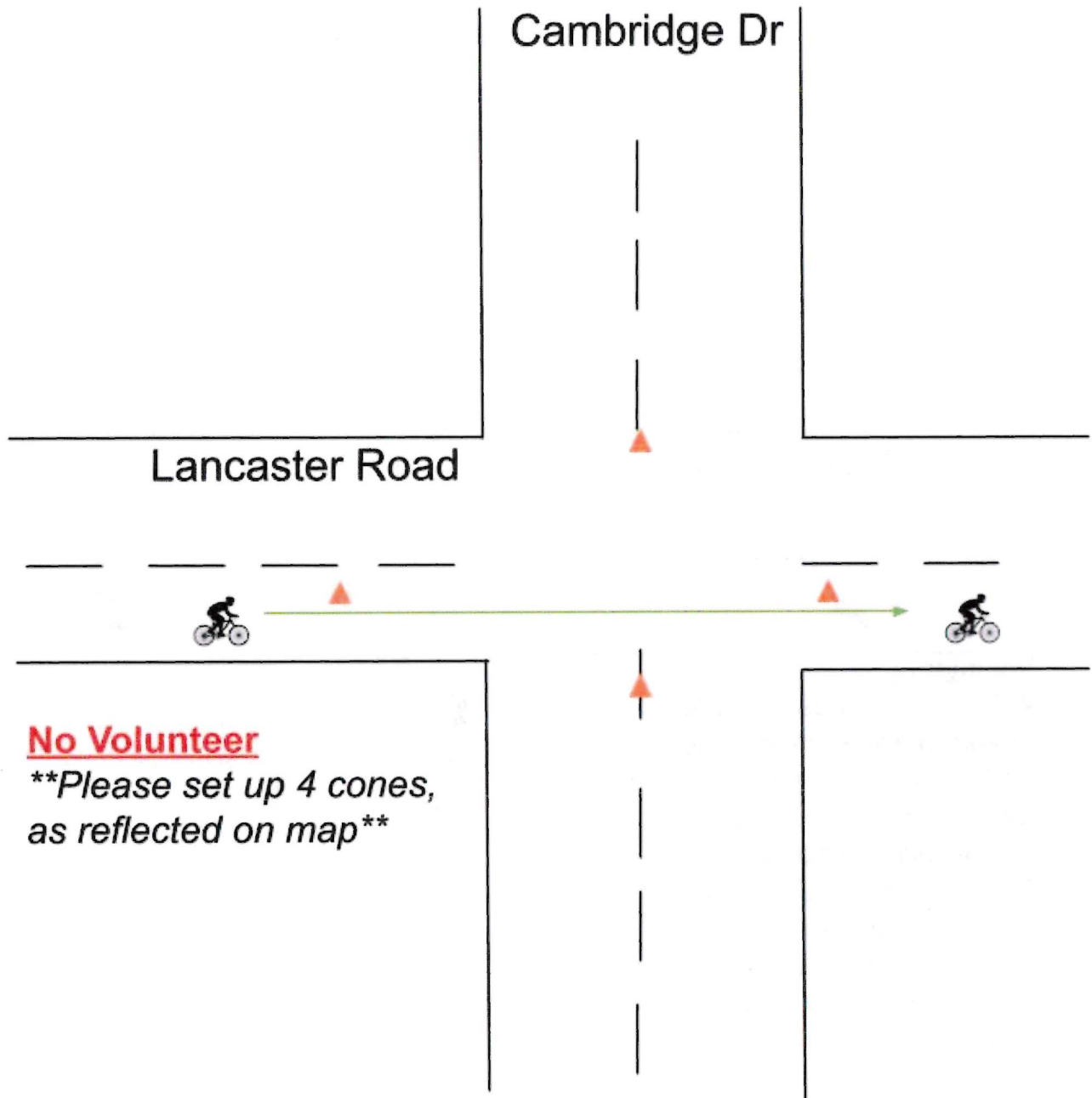
*\*\*set up your cones!!\*\**





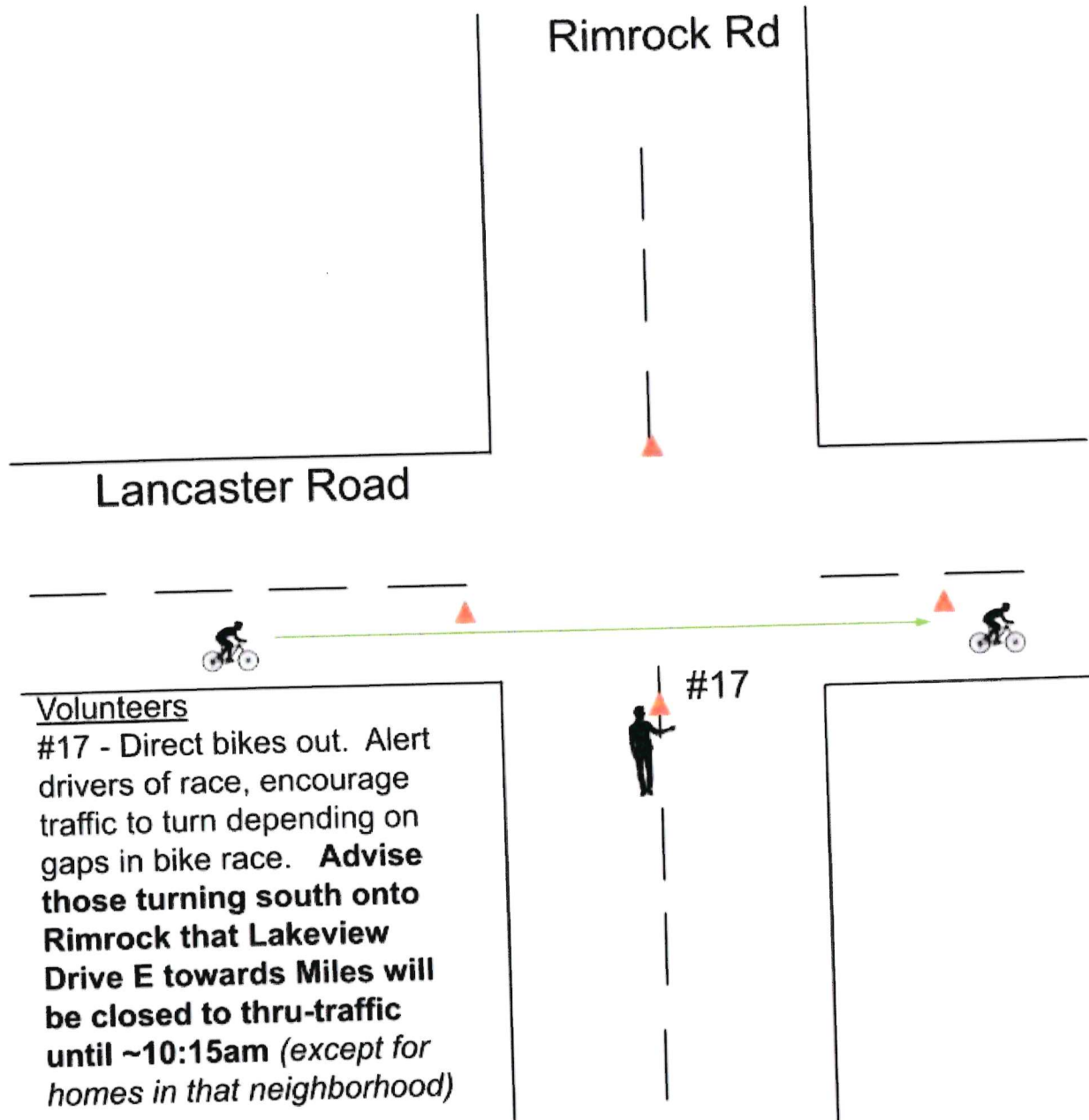
Station #27- Intersection of Lancaster Rd and E Cambridge Dr

*\*\*set up your cones!!\*\**



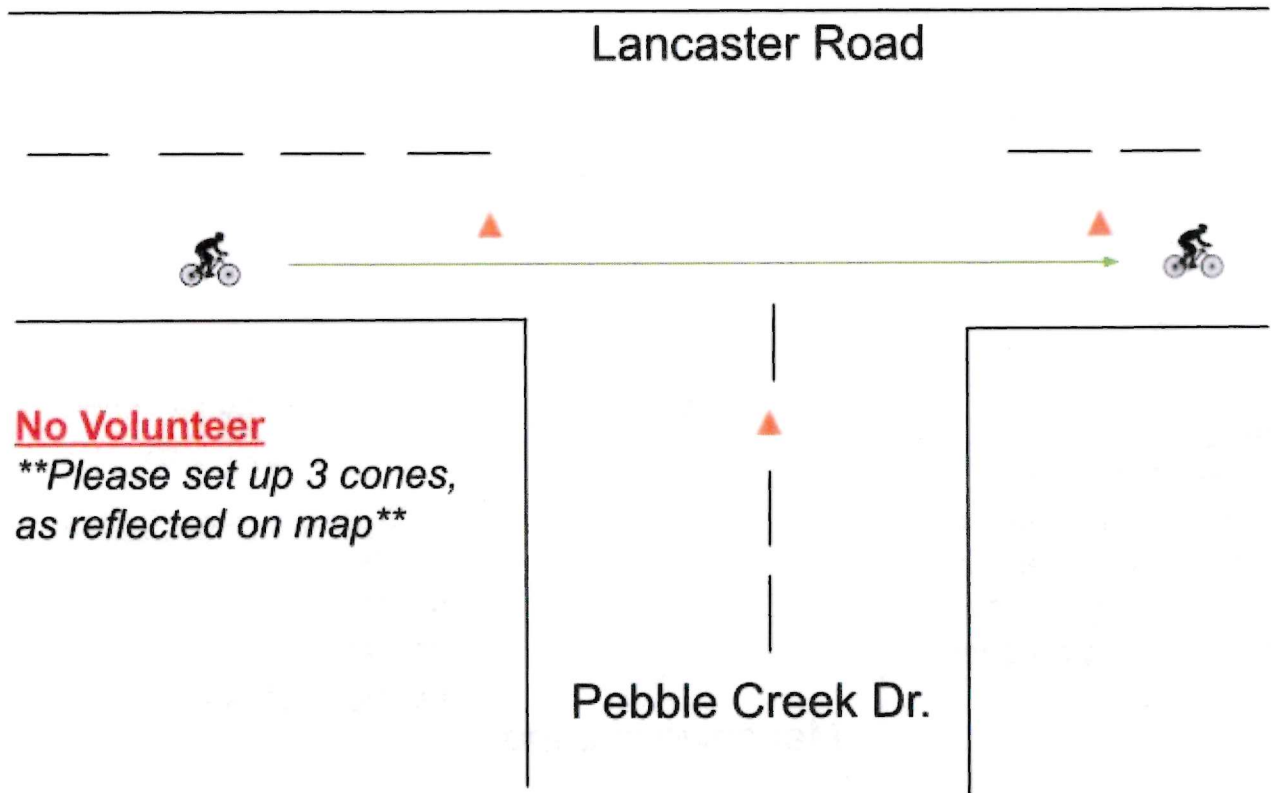
Station #28- Intersection of Lancaster Rd and Rimrock Rd (#1)

*\*\*set up your cones!!\*\**



Station #29- Intersection of Lancaster Rd and Pebble Creek Drive

*\*\*set up your cones!!\*\**



**No Volunteer**

*\*\*Please set up 3 cones,  
as reflected on map\*\**

**Station #30- Intersection of Lancaster Rd and N Meadowood Lane (north)**

**\*\*set up your cones!!\*\***

**A-Frame #3: Immediately after Intersection**

(A-frame sign should be placed along the South shoulder, facing WEST)

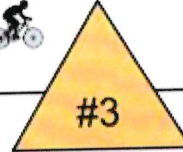
Lancaster Road



#18



Meadowood Lane



#3

Volunteers

#18 - (a) Direct bikes out, advise "Hill coming up!" (b) alert drivers of race, encourage traffic to turn depending on gaps in bike race.

#3 A-Frame Sign Reads:

**\*\*Hill\*\***

**0.7 MI**

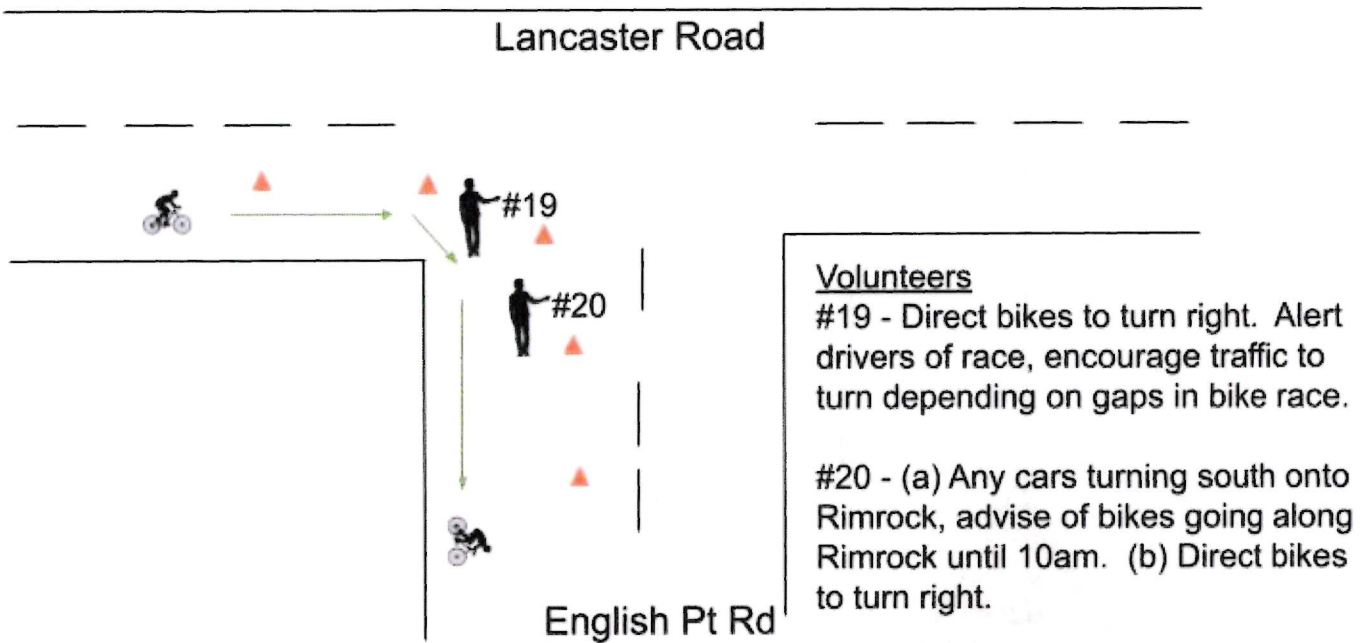
**100 FT GAIN**

**LOWER GEAR**



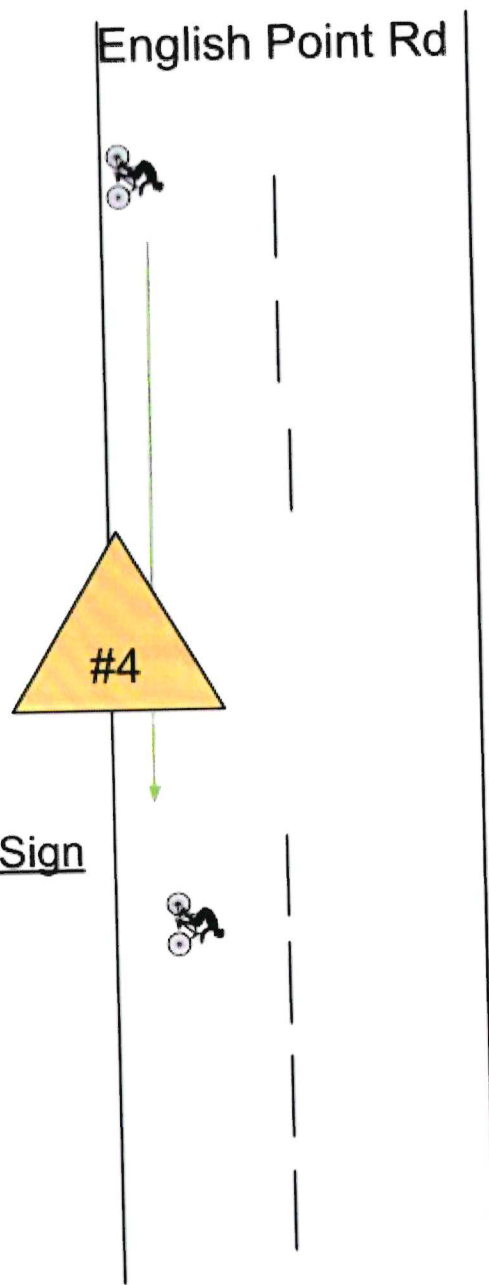
# Station #31- Intersection of Lancaster Rd and English Point Road

**\*\*set up your cones!!\*\***



**A-Frame #4: - 0.15 miles south of English Point Intersection**

(A-frame sign should be placed along the West shoulder, facing NORTH)



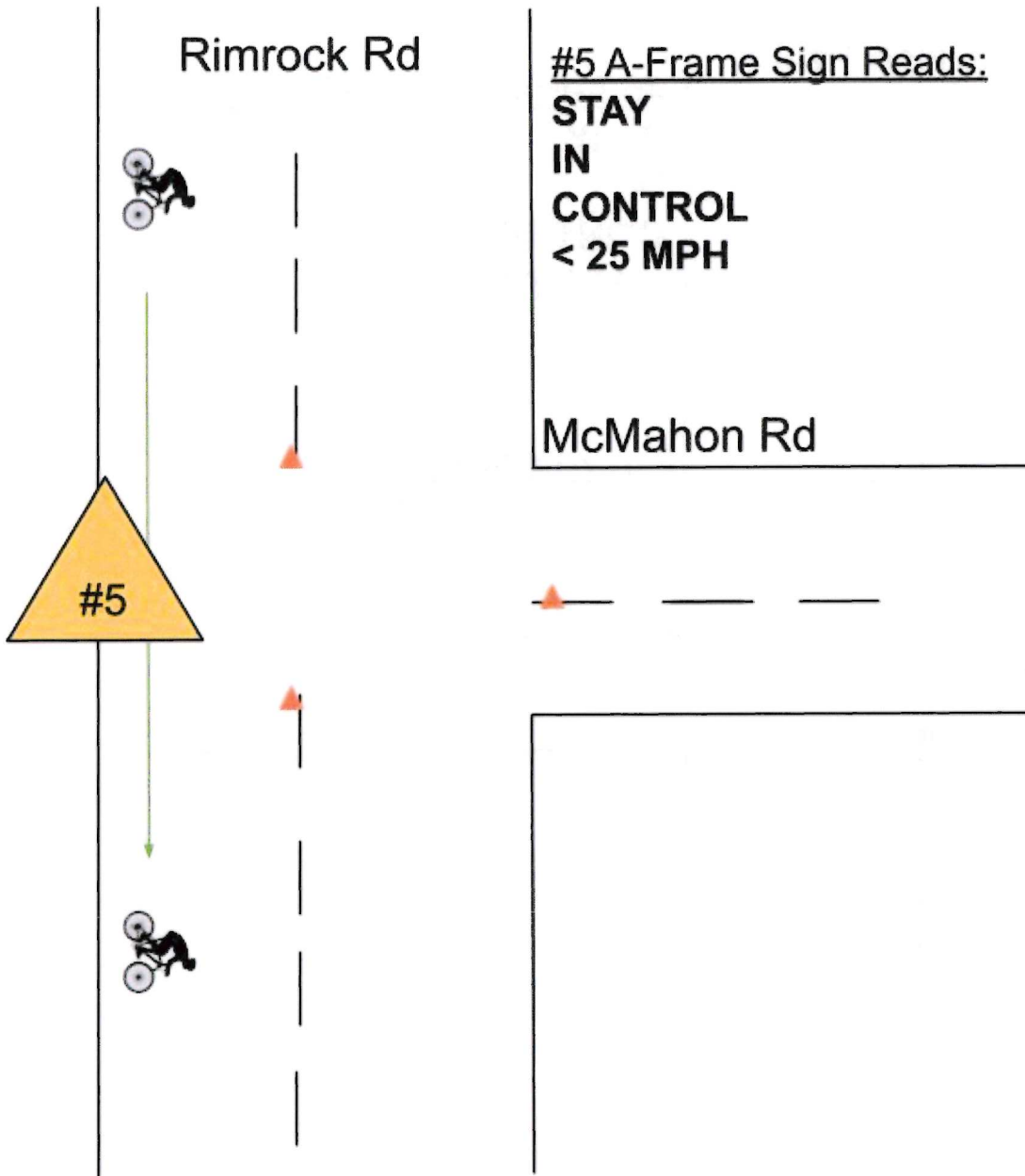
#4 A-Frame Sign

Reads:

**STAY  
IN  
CONTROL  
< 25 MPH**

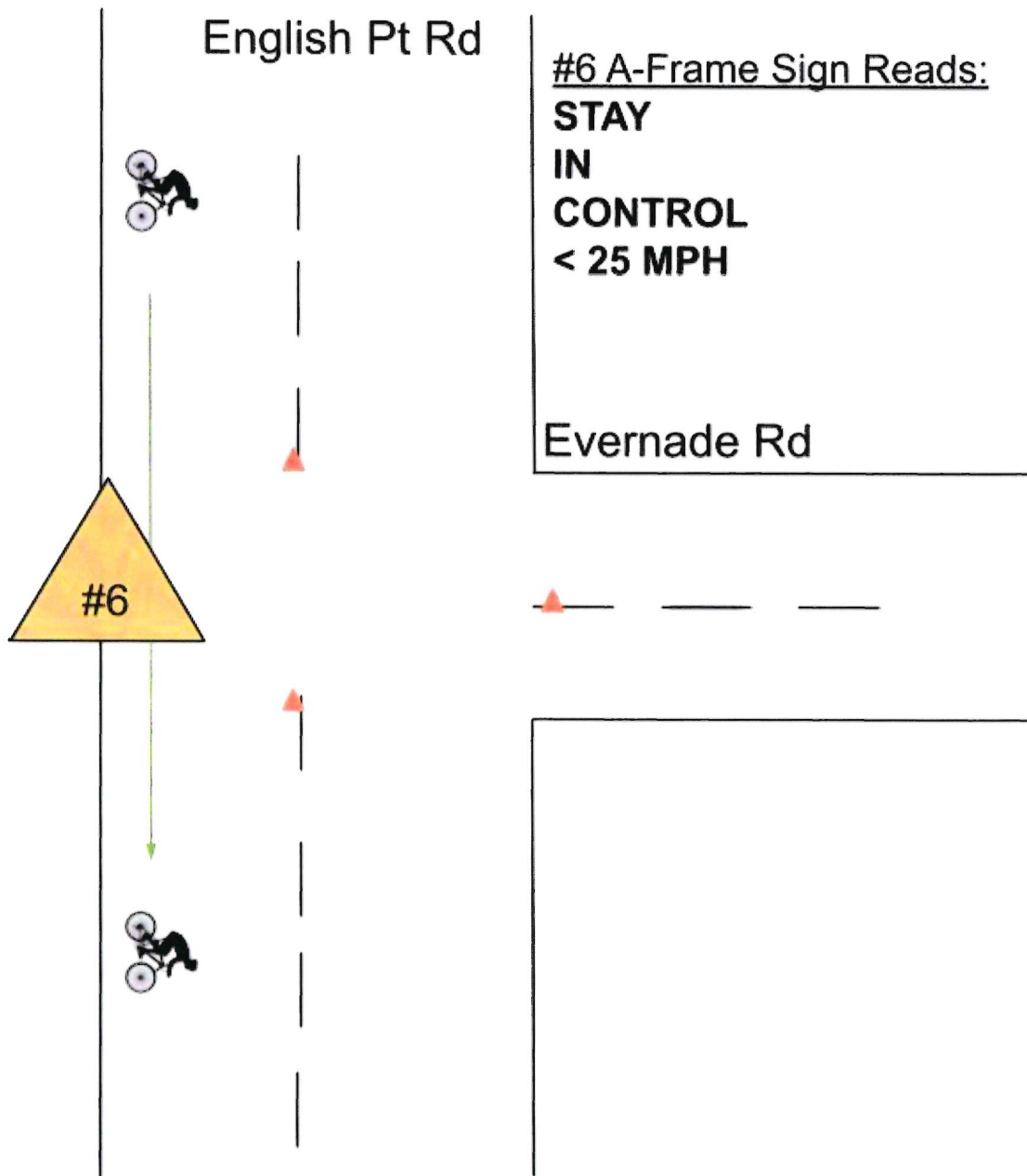
Station #32- Intersection of English Pt Road and E McMahon Dr

*\*\*set up your cones!!\*\**



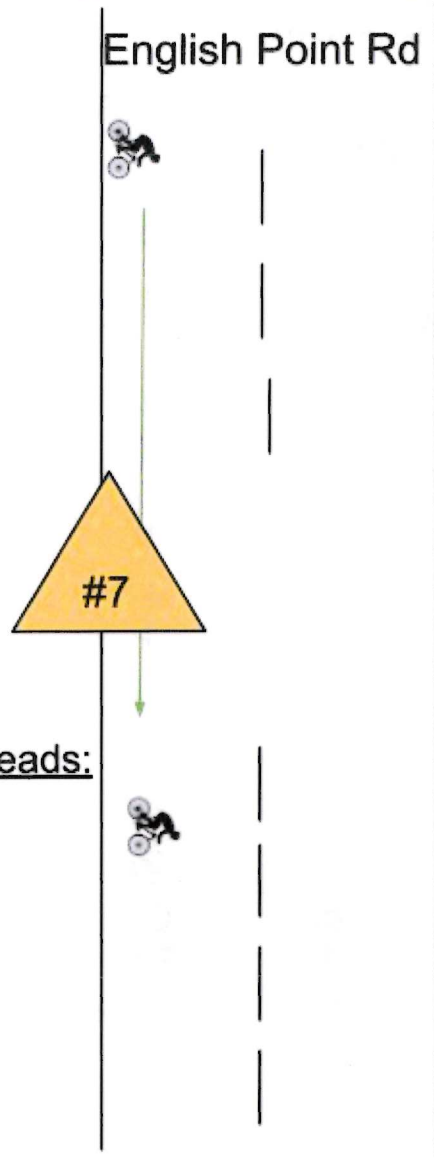
Station #33- Intersection of English Point Rd and Evernade Rd

*\*\*set up your cones!!\*\**



**A-Frame #7: - 0.15 miles south of Evernade Rd**

(A-frame sign should be placed along the West shoulder, facing NORTH)



#7 A-Frame Sign Reads:

**SHARP TURN;  
SLOW DOWN  
< 25 MPH**



# Station #34- Right turn at bottom of Hill on English Pt Road

**\*\*set up your cones!\*\***

## **A-Frame #8: - 0.15 miles south of A-Frame #8**

(A-frame sign should be placed along the West shoulder, facing NORTH)

#8 A-Frame Sign Reads:

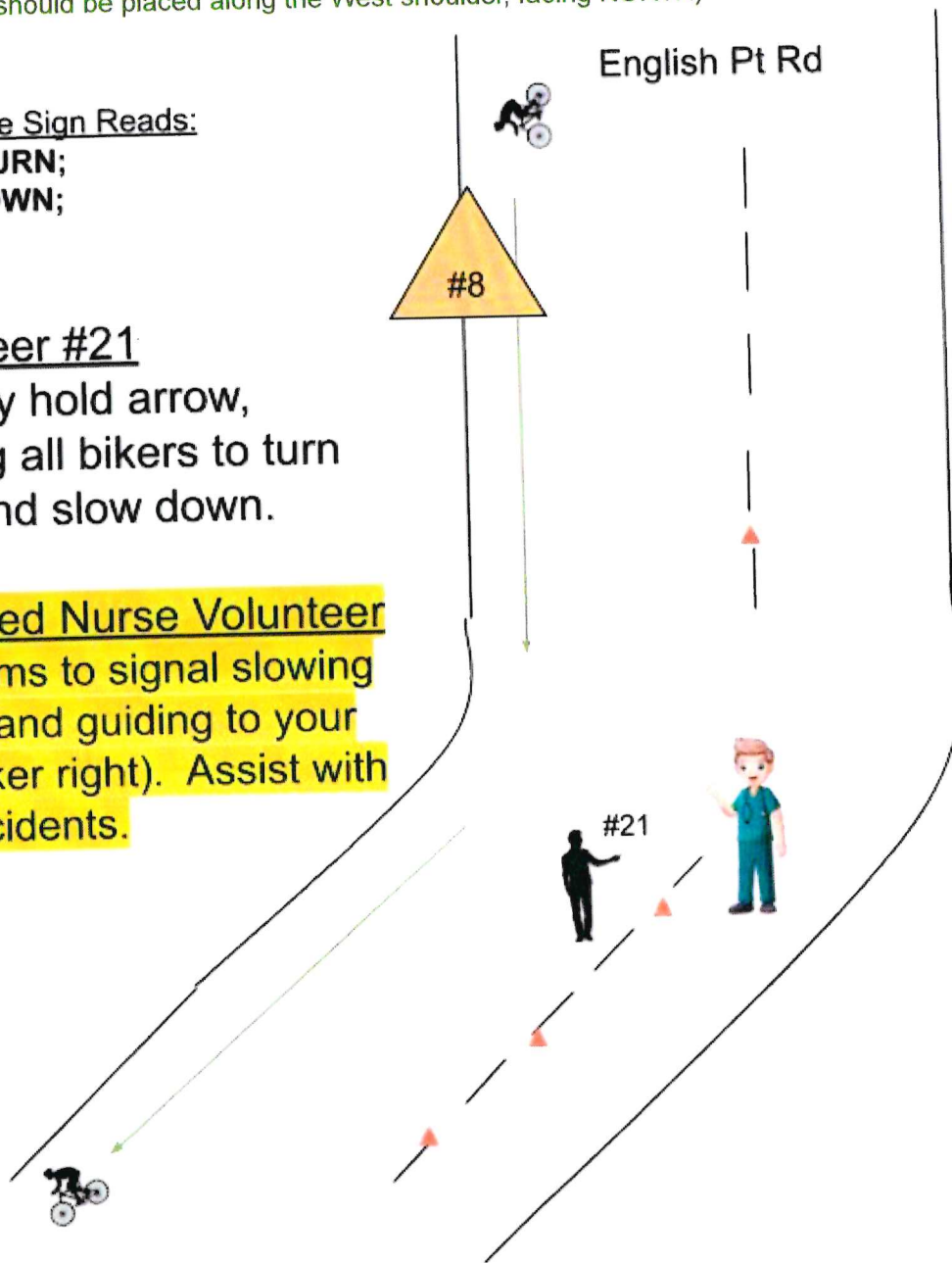
**SHARP TURN;  
SLOW DOWN;  
< 25 MPH**

### Volunteer #21

Actively hold arrow, guiding all bikers to turn right and slow down.

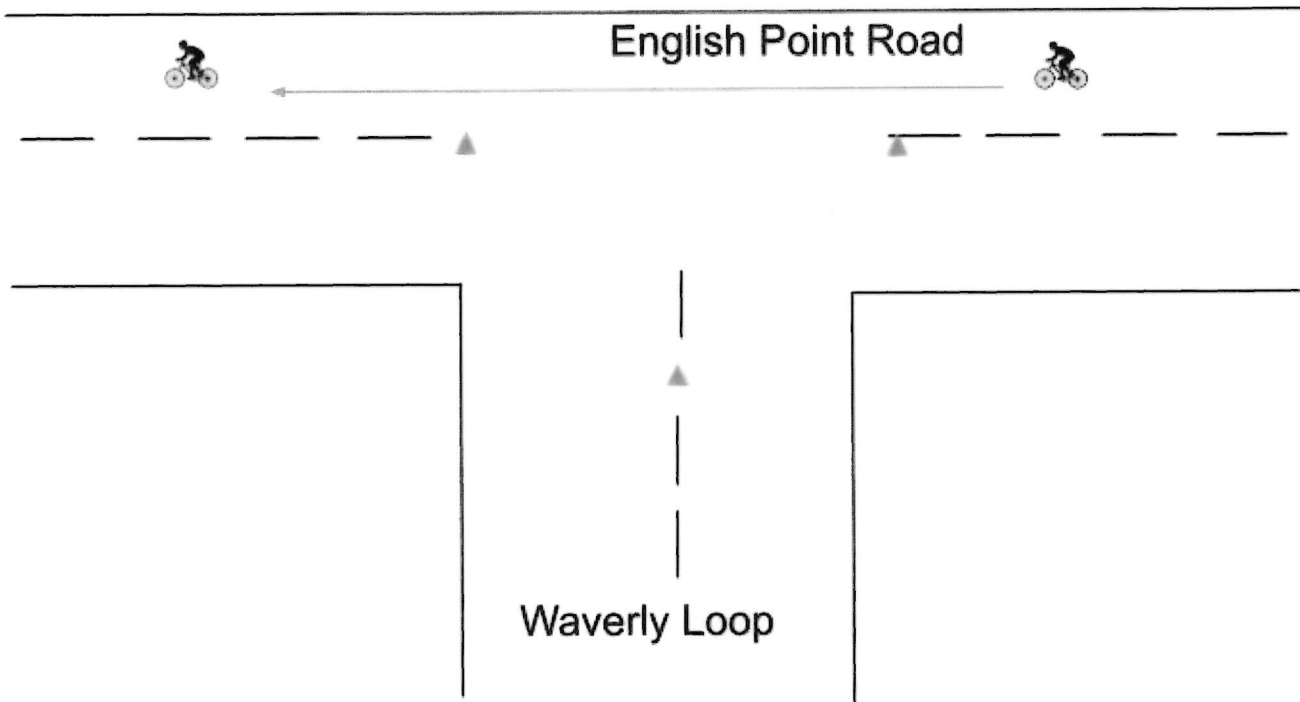
### **\*\*Retired Nurse Volunteer**

Use arms to signal slowing down, and guiding to your left (biker right). Assist with any incidents.



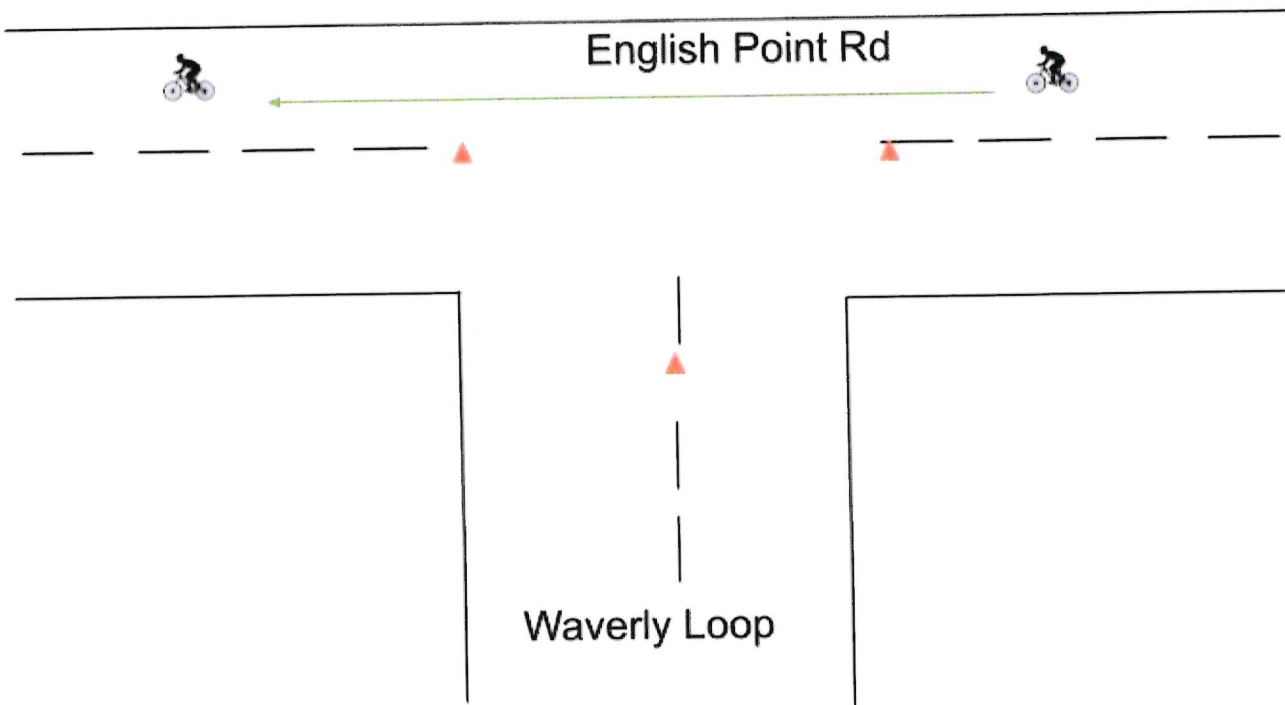
**Station #35- Intersection of English Pt Rd and Waverly Loop (#1)**

*\*\*set up your cones!!\*\**



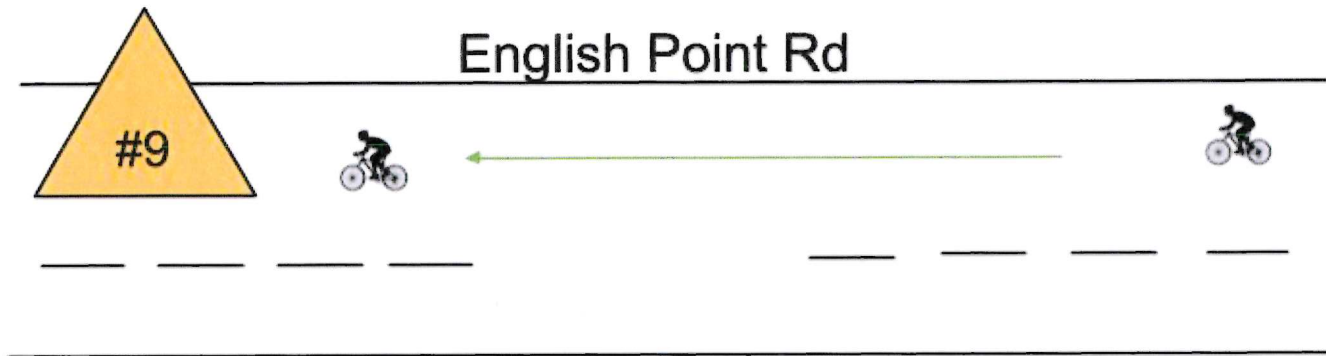
**Station #36- Intersection of English Point Rd and Waverly Loop (#2)**

*\*\*set up your cones!!\*\**



**A-Frame #9: 0.1 miles past second entrance to Station #36: E Waverly Loop  
(approximately in front of E China Ct)**

(A-frame sign should be placed along the North shoulder, facing EAST)



**#9 A-Frame Sign**

**Reads:**

**\*\*HILL\*\***

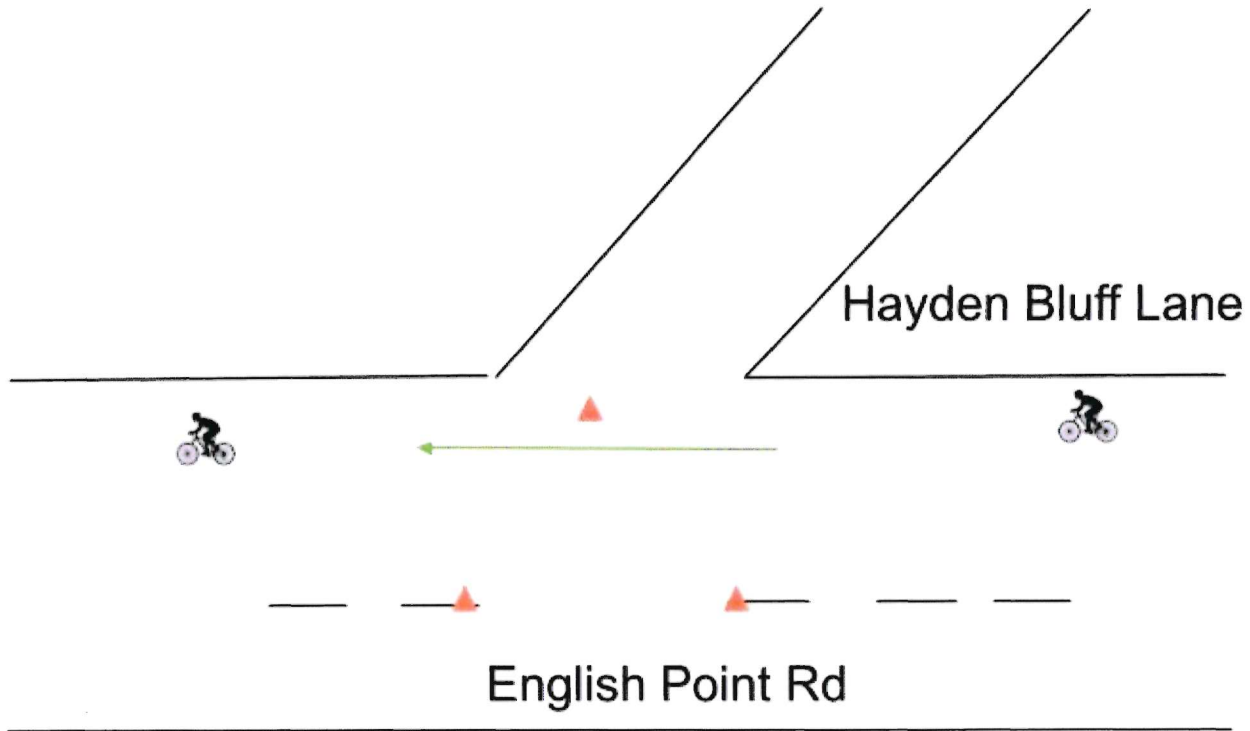
**1.25 MI**

**280 FT GAIN**

**LOWER GEAR**

**Station #37- Intersection of English Point Rd and Hayden Bluff Lane**

*\*\*set up your cones!!\*\**



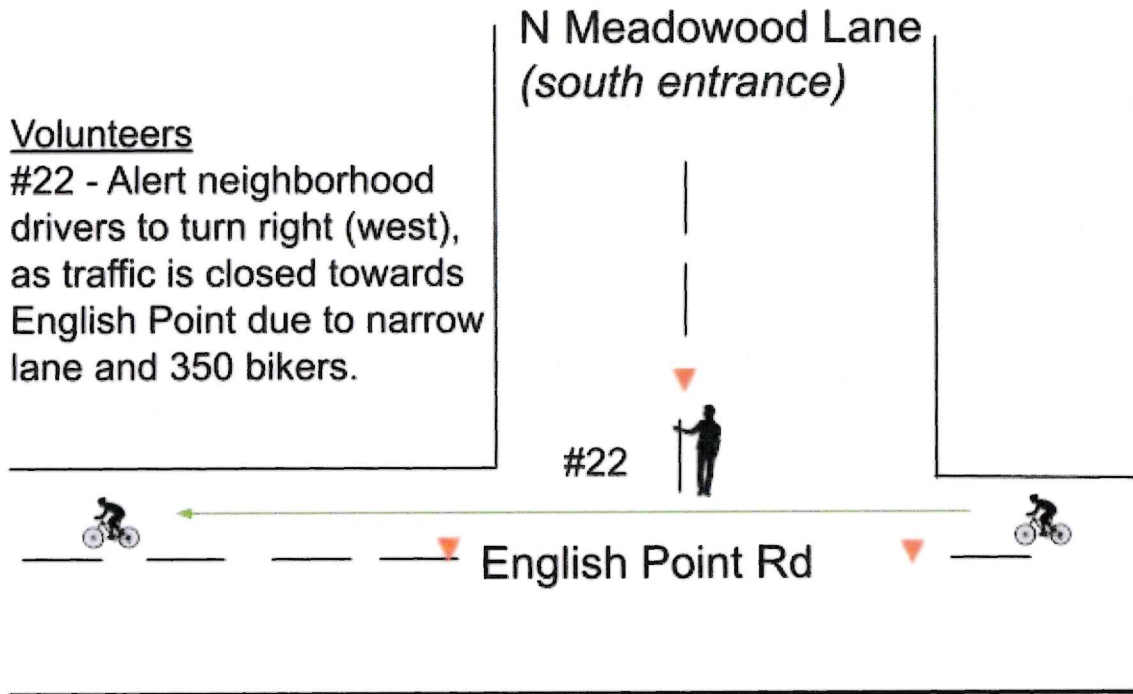


**Station #38- Intersection of Rimrock Rd and N Meadowood Lane (south)**

***\*\*set up your cones!!\*\****

Volunteers

#22 - Alert neighborhood drivers to turn right (west), as traffic is closed towards English Point due to narrow lane and 350 bikers.



Intersection #39- Intersection of English Point and N Split Rock Rd- *No volunteer or cones*

Intersection #40- Intersection of English Point and Burchell Rd- *No volunteer or cones*

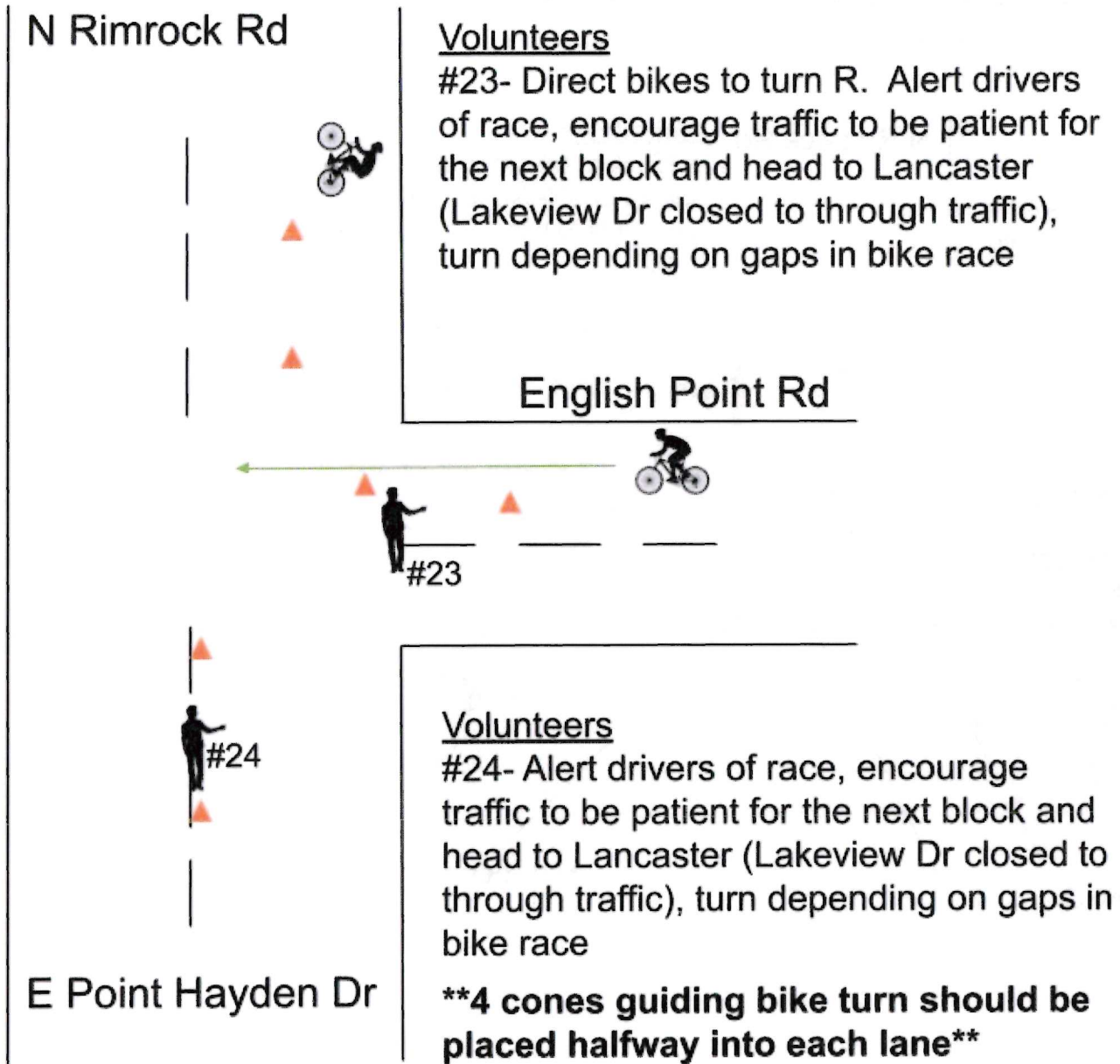
Intersection #41- Intersection of English Point and Patty Ln - *No volunteer or cones*

Intersection #42 - Intersection of English Point and The Falls Parkway- *No volunteer or cones*

Intersection #43 - Intersection of English Point and Bluerock Lane - *No volunteer or cones*

Intersection #44 - Intersection of English Pt Rd, Rimrock, and Hayden Drive

*\*\*set up your cones!!\*\**



# Intersection #45 - Intersection of Lakeview Drive / Rimrock Rd

**\*\*set up your cones!!\*\***

## A-Frame #10: N Side of N Lakeview Dr, 0.1 miles north of Lakeview / Rimrock Intersection

(A-frame sign should be placed along the North shoulder, facing EAST)

**\*\*Westbound N Lakeview Dr closed to through-traffic. However, road open to neighborhood drivers.\*\***

**#10 A-Frame Sign Reads:  
WATCH / LISTEN  
FOR CARS  
NEXT MILE**



N Rimrock Rd

### **Volunteers**

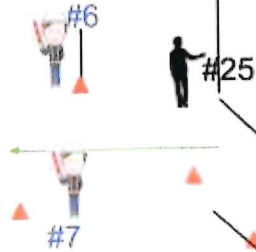
**#25-** Support traffic flagger; advise all bikers of SHARP turn left; MOTION w/ hands to turn to their left (your right)

### **Traffic Adult #6 - #7**

**CONTROL TRAFFIC.** Communicate and work together to manage traffic. Don't allow thru-traffic EAST onto Lakeview (only neighborhood cars).

Conduct traffic so bikers safely turn EAST onto Lakeland Dr. without incident.

**\*\*Both adults STAY OUT of bike turn\*\***



Rimrock Rdr

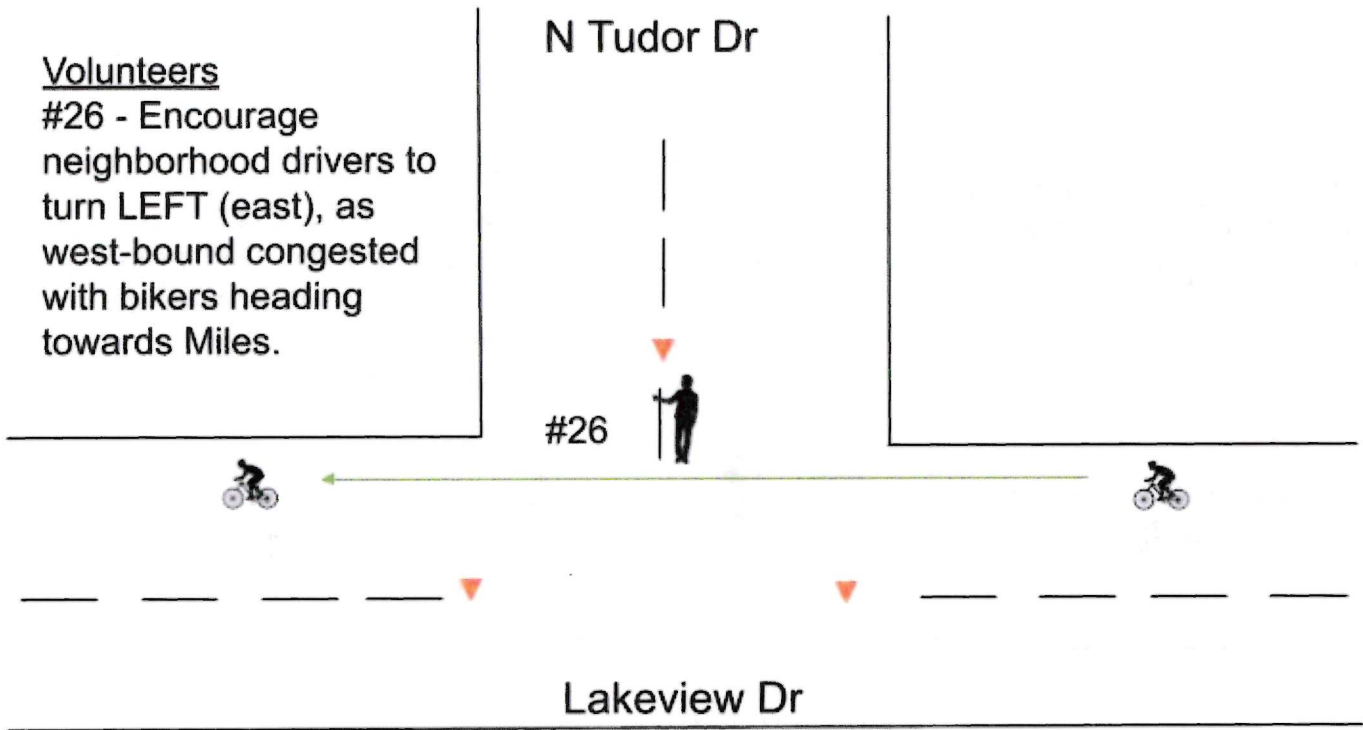
N Lakeview Dr

**Station #46- Intersection of Lakeview Dr and N Tudor Dr**

***\*\*set up your cones!\*\****

Volunteers

#26 - Encourage neighborhood drivers to turn LEFT (east), as west-bound congested with bikers heading towards Miles.



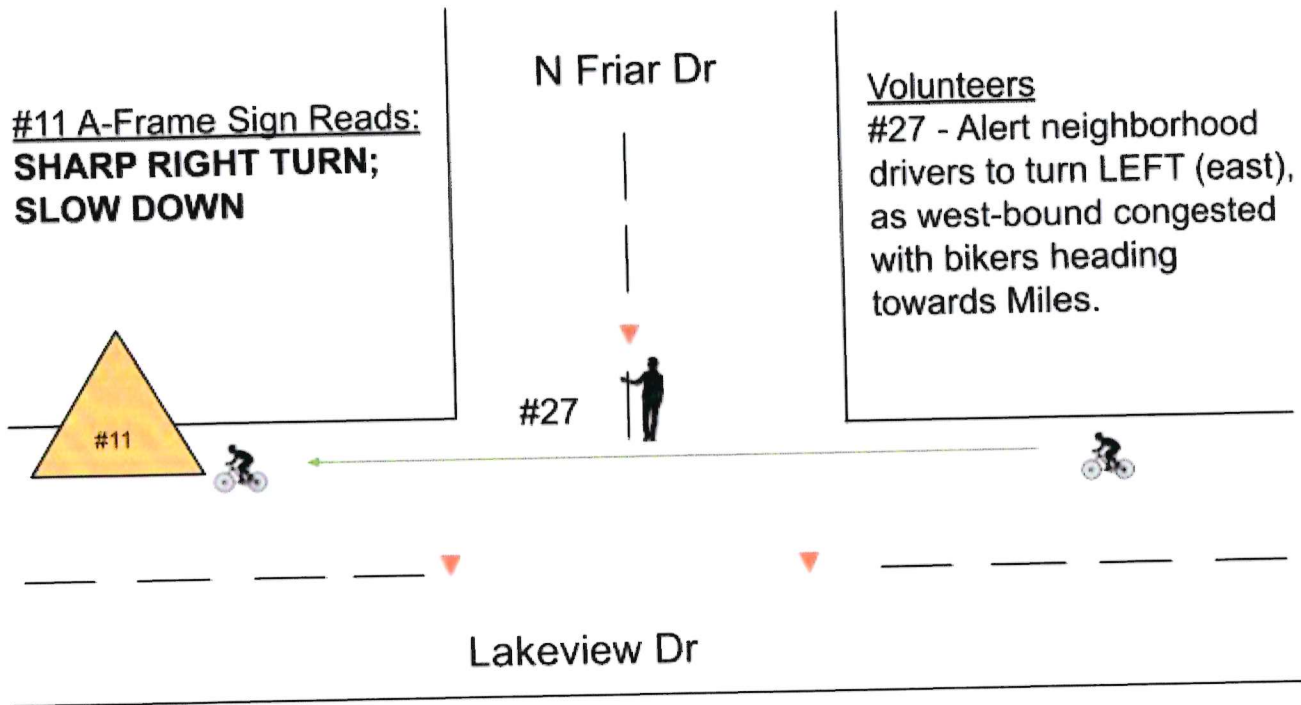


# Station #47- Intersection of Lakeview Dr and N Friar Dr

**\*\*set up your cones!!\*\***

## A-Frame #11: N Side of N Lakeview Dr, 0.05 miles after N Friar Dr

(A-frame sign should be placed along the North / Right shoulder, facing EAST)

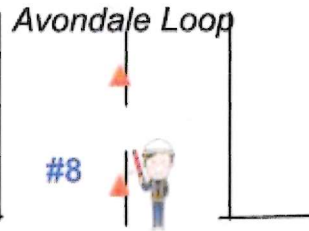


# Station #48- Intersection of Lakeview Dr / Miles Ave / Avondale Loop

**\*\*set up your cones!!\*\***

## Adult Volunteer

#8 - Direct cars to turn per guidance of Flagger. **Control traffic.** Bikes should not have to stop for cars.



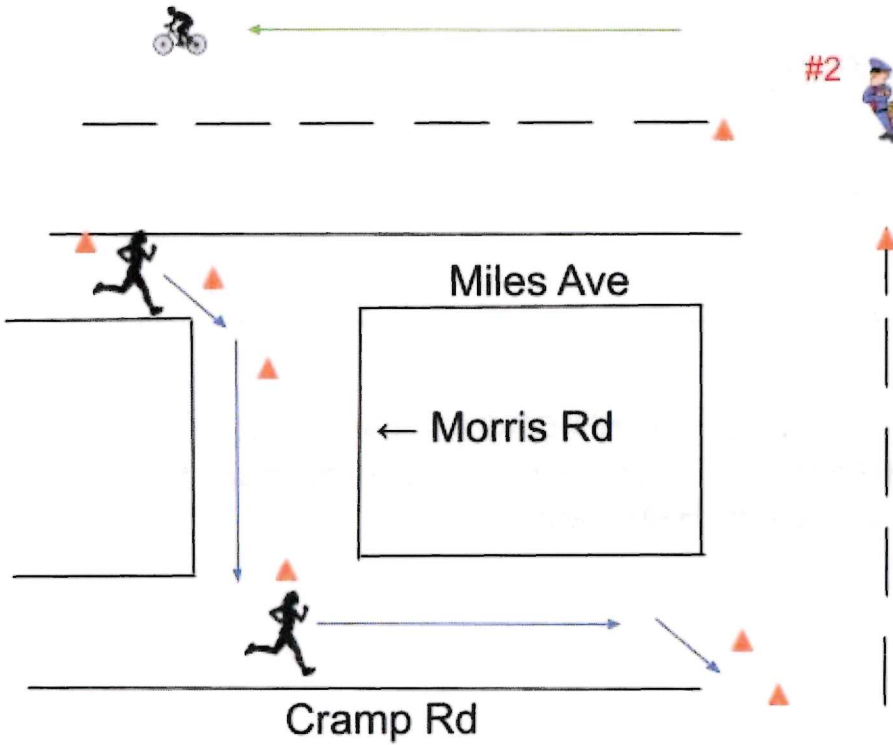
## Lakeview Dr

## Paid Flagger #2

Don't allow thru-traffic to turn NORTH onto Lakeview Dr (only neighborhood cars). Conduct traffic so bikers safely turn WEST onto Miles without incident. Guide Volunteer #31 on releasing cars onto Miles (cannot see bikes coming down Lakeview Dr)



#2



**Station #49- Halfway between Lakeview and Strahorn**

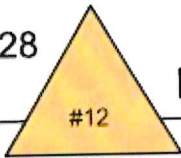
**\*\*set up your cones!!\*\***

**A-Frame #12: On Miles, halfway between Lakeview and Strahorn**

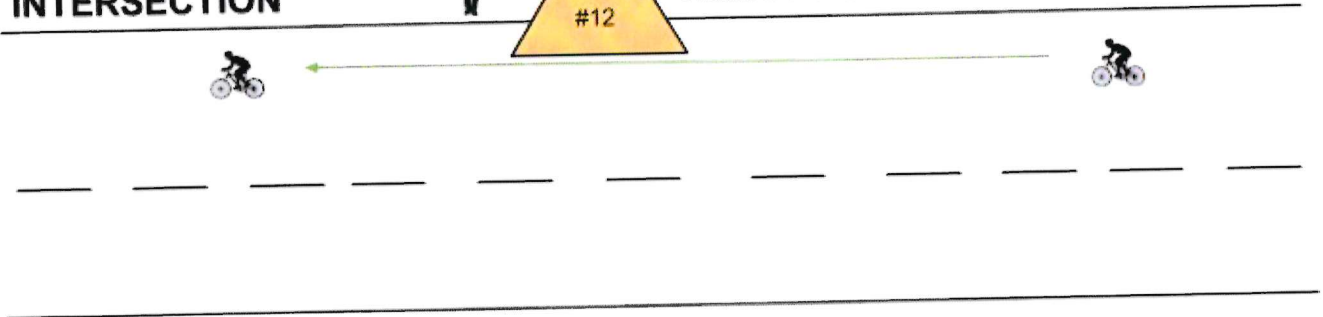
(A-frame sign should be placed along the North / Right shoulder, facing EAST)

#12 A-Frame Sign Reads:

**TURN LEFT AT  
INTERSECTION**



Miles Ave

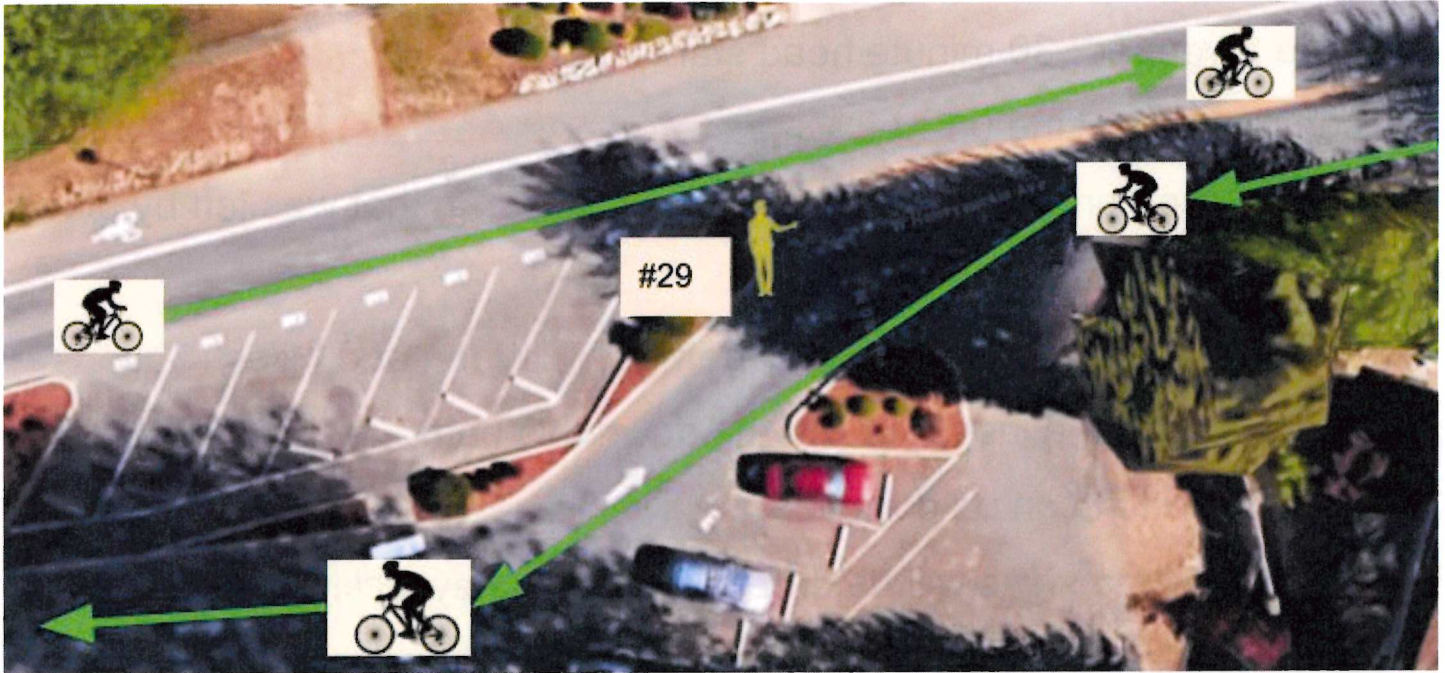


Volunteers

#28 - **LOUDLY** inform each biker "DON'T CROSS ROAD UNTIL INTERSECTION... SHARP LEFT!" It's impossible to emphasize this too much. Bikers need to know. Help them!

## Station #50- Honeysuckle Avenue; east end of lower beach parking lot

**\*\*conest between this station & Transition area will be managed by Transition Team, and are *NOT responsibility* of bike course\*\***



### Volunteer #29

For every bike that **EXITS** the transition area and comes toward you...

- **ACTIVELY** and **STRONGLY** use arms to direct them to your right (their left)
- **CLEARLY** shout / speak loudly "*First two miles on LEFT side of the road.*"
  - Remember, they are biking past you. This needs to be said so they can HEAR YOU.
- Do not worry about bikers coming IN (returning to transition) until the last bike leaves transition (they will be followed by the "Sweepers" that confirm this is the last biker)
- Once sweepers passes you (after the last bike), turn your attention to the bikes coming in
  - **CLEARLY** shout / speak loudly "*Begin to slow down*" with hands and arms in front of you, palms facing the biker, to visually suggest slowing down.

For every spectator / non-athlete that you see in the parking lot:

- **CLEARLY** shout / speak loudly "*Please stay completely out of the main road, leave clear for bikes traffic.*"



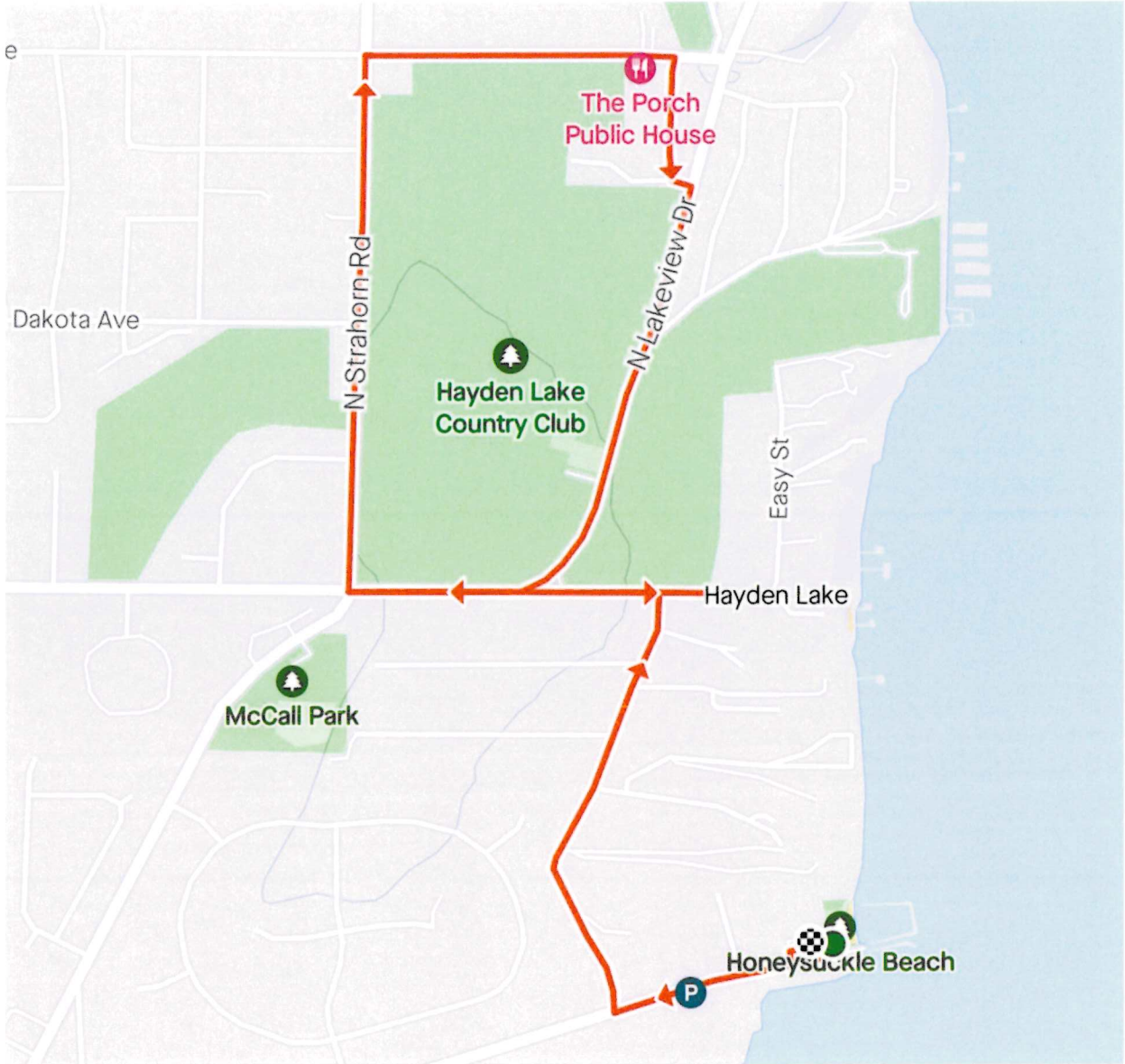
# After Last Biker Starts (~8:15am)

- Give Sweeper ~30 minute head start, then (beginning ~8:45am) commence picking up **ALL Bike cones and ALL A-frame signs** that were placed on this course, including **ANY trash** that was left by bikers along the course.
- \*\*Leave ALL cones on Strahorn between Hayden and Miles (Stations #7-#11) until the last biker returns down this path. At that point, this ½-mile stretch can be collected\*\***
- All 12 A-frame signs will be dropped off at Honeysuckle Beach, by the to “Public Library book shelf” on S side of spectator grass.
- Carefully count that **ALL 235 cones and ALL 3 “Road Closed Signs”** assigned to the bike course are picked up (do not pick up cones assigned to Run Course).
- Double check cone and “Road Closed” sign count. This needs to 100% match.**
- Return all 235 cones & 3 “Road Closed” signs to Traffic Corp at 5077 N Bldg Center Dr, Coeur d'Alene, ID 83815.

**Thank you!**



# HAYDEN TRIATHLON RUN MAP/ROUTE





# Run Volunteer - Details

(please read carefully BEFORE 7:00am on the day of event)

**\*\*Race date: Saturday, July 12, 2025\*\***

## Volunteer Responsibilities (please ask questions!)

- Carefully review volunteer assignment specific to your station and assignment
- **7:00am:** All volunteers at assigned intersections. Although athletes will not be on the running course until after 7:40am, volunteers are required to be at assigned stations by 7:00am. Arriving later significantly disrupts the bike course and risks safety of both athletes and volunteers.
- Greet drivers cheerfully and encourage them to use alternate routes if available, thanking them for their patience (see *station instructions*). Let them pass through while considerate of runners, **allowing ample distance** between runners and turning vehicles.
- If you encounter an unpleasant motorist, **do not engage**.
- Cheer on the runners!
- If you see a running accident, (a) inform Run Captain and (b) fill out an emergency/non-emergency incident report and give to the Sweeper.
- Do not leave your station until directed by the "sweeper" (Moped following the last runner)
- Once Sweeper passes you, stack nearby cones in your general area on the side of the road where you were assigned. Cone Set Up Support will come by and pick up.
- Bring water. You can bring a chair to sit in during slow times, if desired. **Please be standing up** when run actively going on. Cowbells and loud cheering are encouraged!
- **After event:** Report any concerns or suggestions to your run captain, so Hayden Tri Board of Directors can receive your feedback.
- All volunteers are invited to the *free pancake breakfast and snowcones* at McIntire Park 8930 N Government Way, Hayden ID at 9:30am. **Thank you so much** for your support and volunteer efforts.

FYI: Roads closed to thru-traffic beginning at 7am until race is complete:

- a. Honeysuckle Ave. - Honeysuckle beach to East Hayden Lake Road (both lanes closed)
- b. E Smith Rd. - Honeysuckle Avenue to Strahorn Rd (both lanes closed)
- c. Strahorn Rd - Hayden Ave to Miles Avenue
- d. N Rimrock Rd - Lancaster / English Point Intersection to N Meadowood Ln
- e. Lakeview Dr - Rimrock Rd / Hayden Point to Miles Ave (closed to thru-traffic)



# Emergency / Non-emergency Incident Report

*\*\*If you fill this out, give this paper to the sweeper\*\**

**EMERGENCY:** A crash where the athlete:

- ❖ can neither move nor leave the course on their own, or
- ❖ comes in contact with a vehicle, or
- ❖ has a major injury of any kind.

In case of emergency:

1. Call 911
2. Call Run Captain, (Emry Carr 208-661-1168)
3. Fill out incident report ticket

## EMERGENCY INCIDENT REPORT TICKET

Near Station # \_\_\_\_ (fill in)

Any additional description of where it happened: \_\_\_\_\_

- Bib # of Athlete: \_\_\_\_\_
- Describe incident here: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- If you fill this out, give this paper to the sweeper.

---

## NON-EMERGENCY (DON'T WORRY):

- ❖ Athlete trip or stumble, but they continue racing
- ❖ Athlete falls hard, or taps out of race, they want to wait for the "sag wagon" or personal transportation.

In case of non-emergency:

1. Contact Run Captain
2. Fill out incident report ticket

## NON-EMERGENCY INCIDENT REPORT TICKET

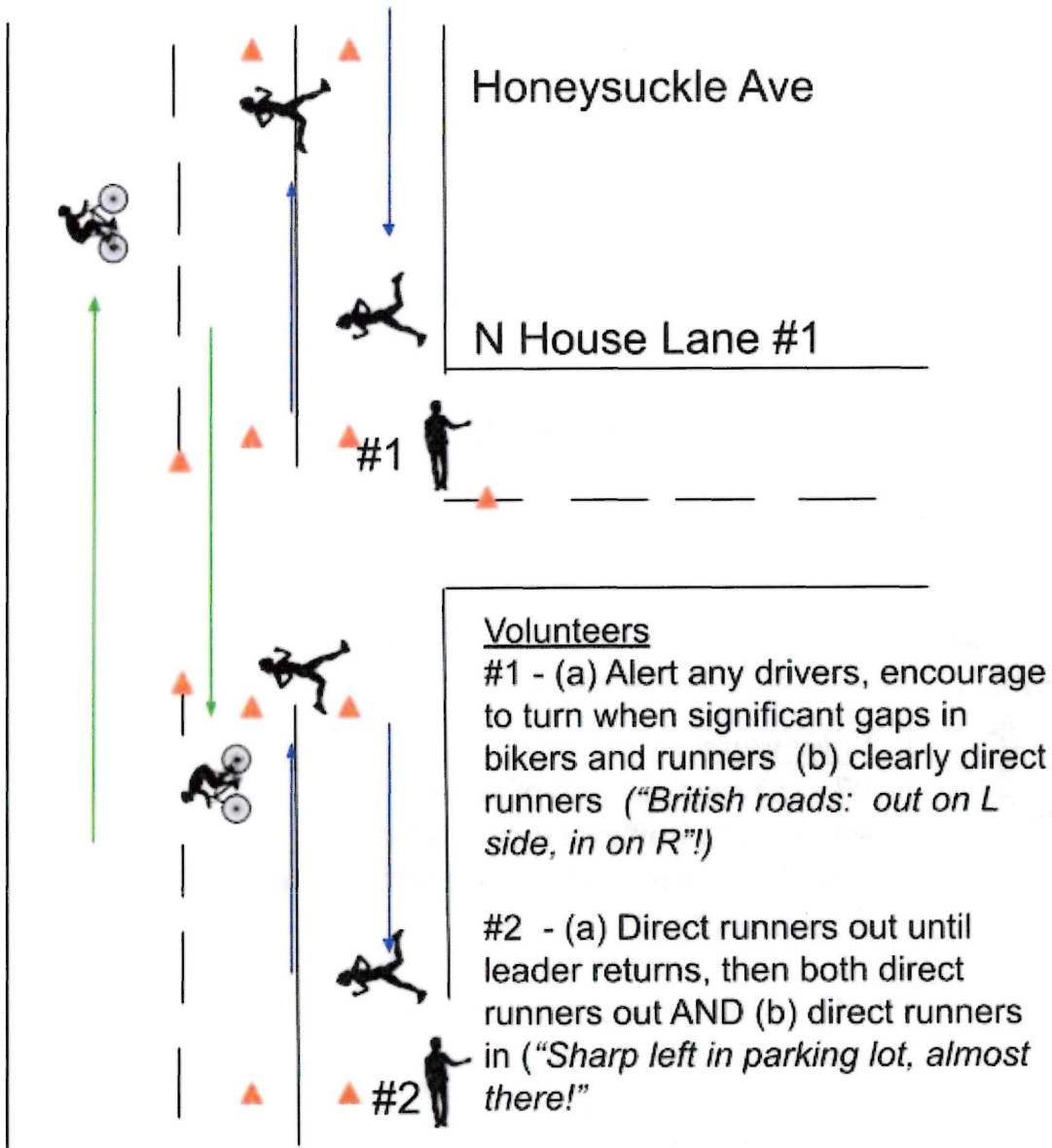
Location:

- Bib # of Athlete: \_\_\_\_\_
- Report incident here: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HAYDEN TRIATHLON RUN VOLUNTEER STATION DETAILS

Station #1- Intersection of Honeysuckle Ave and N House Lane #1

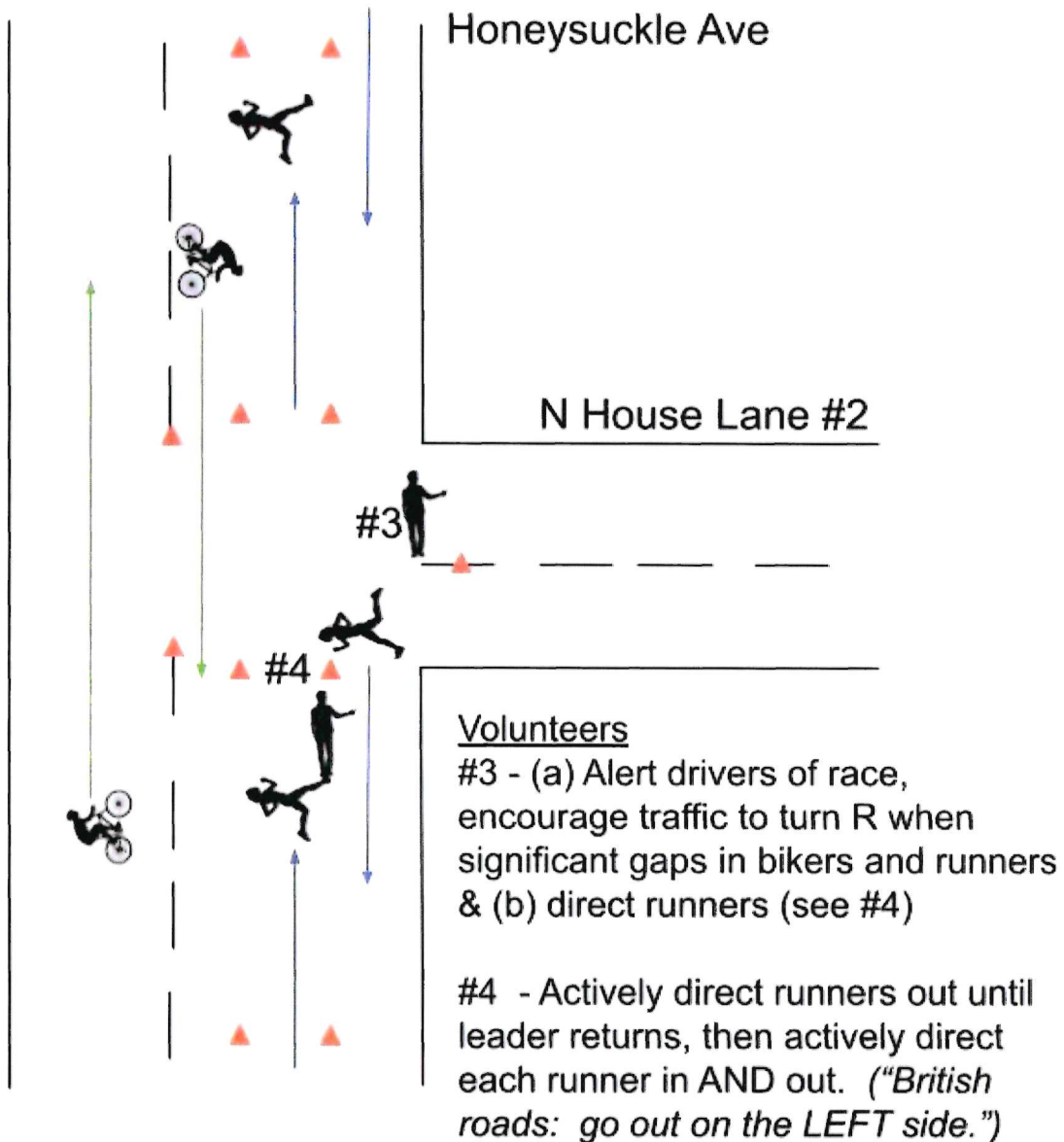
*\*\*set up your cones!!\*\**





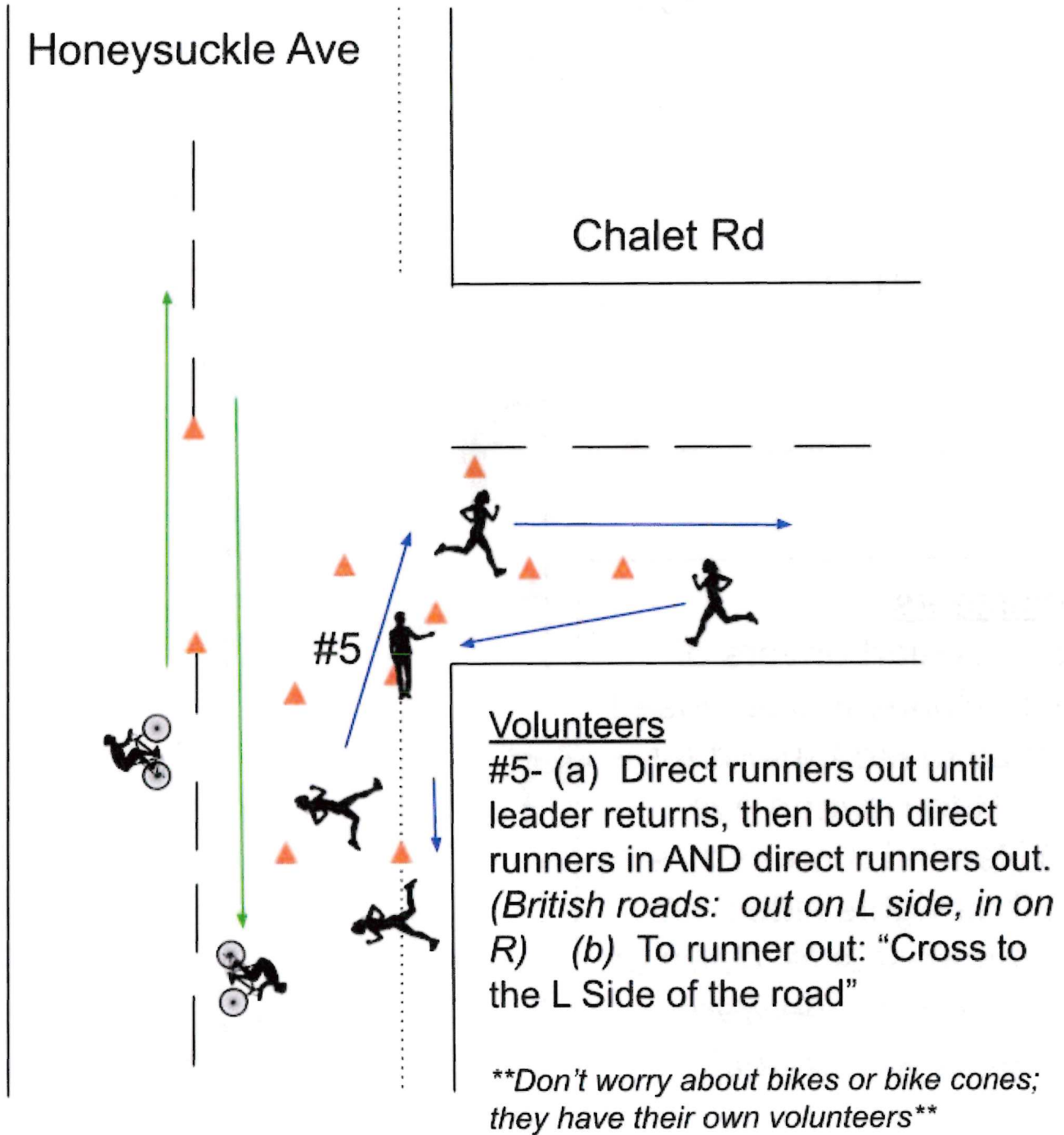
## Station #2- Intersection of Honeysuckle Ave and N House Lane #2

**\*\*set up your cones!!\*\***



**Station #3- Intersection of Honeysuckle Ave and Chalet Rd**

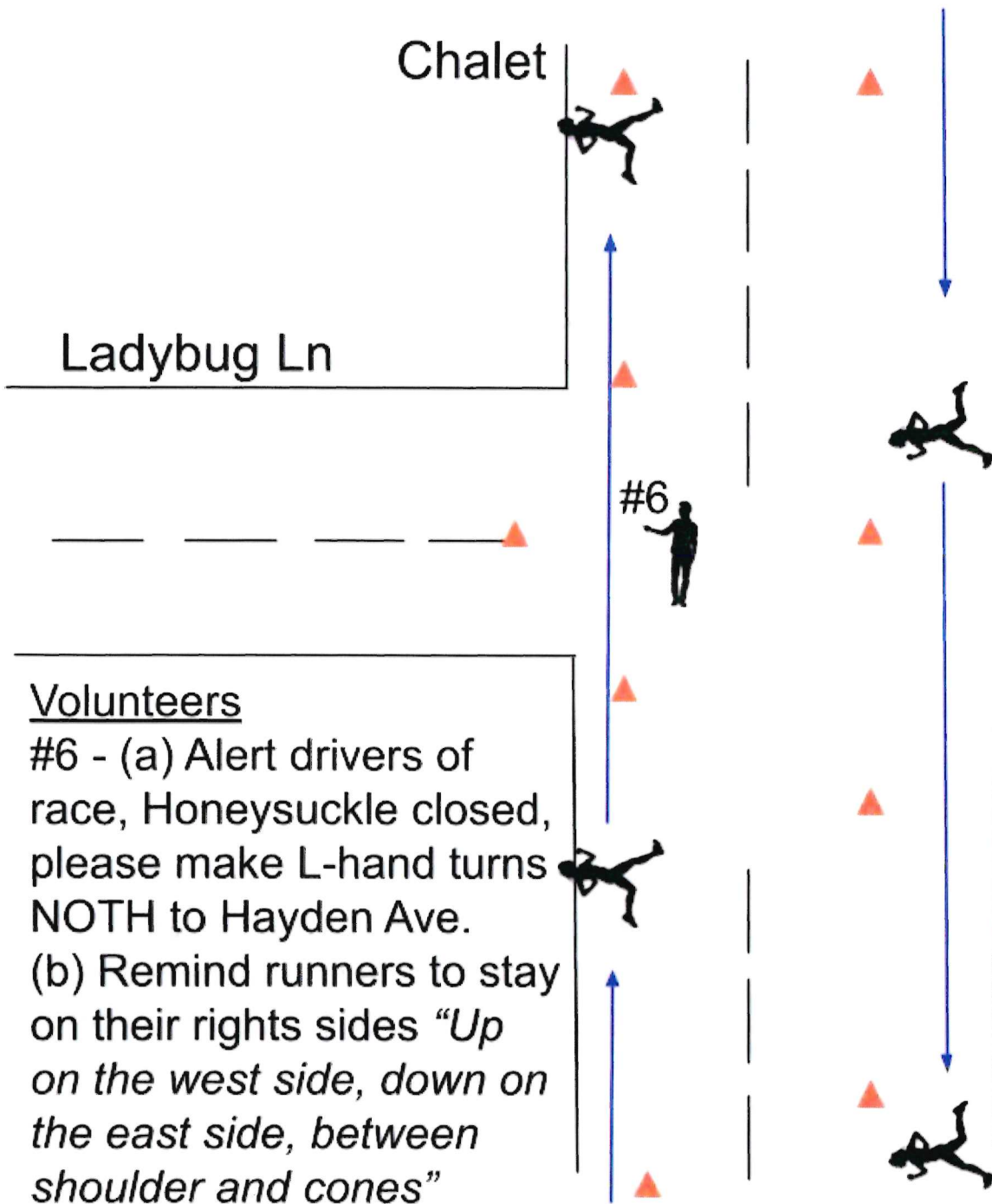
**\*\*set up your cones!!\*\***





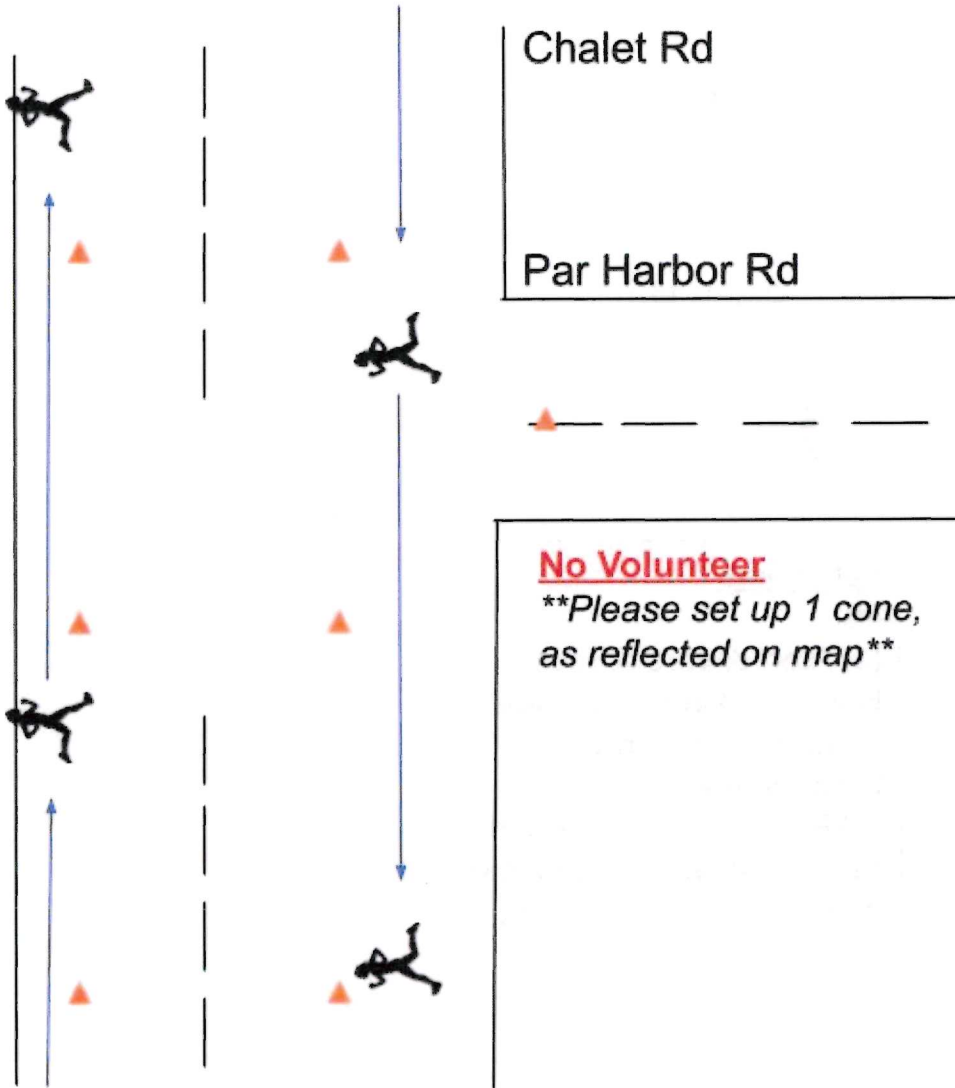
## Station #4- Intersection of Chalet Rd and E Ladybug Ln

**\*\*set up your cones!!\*\***



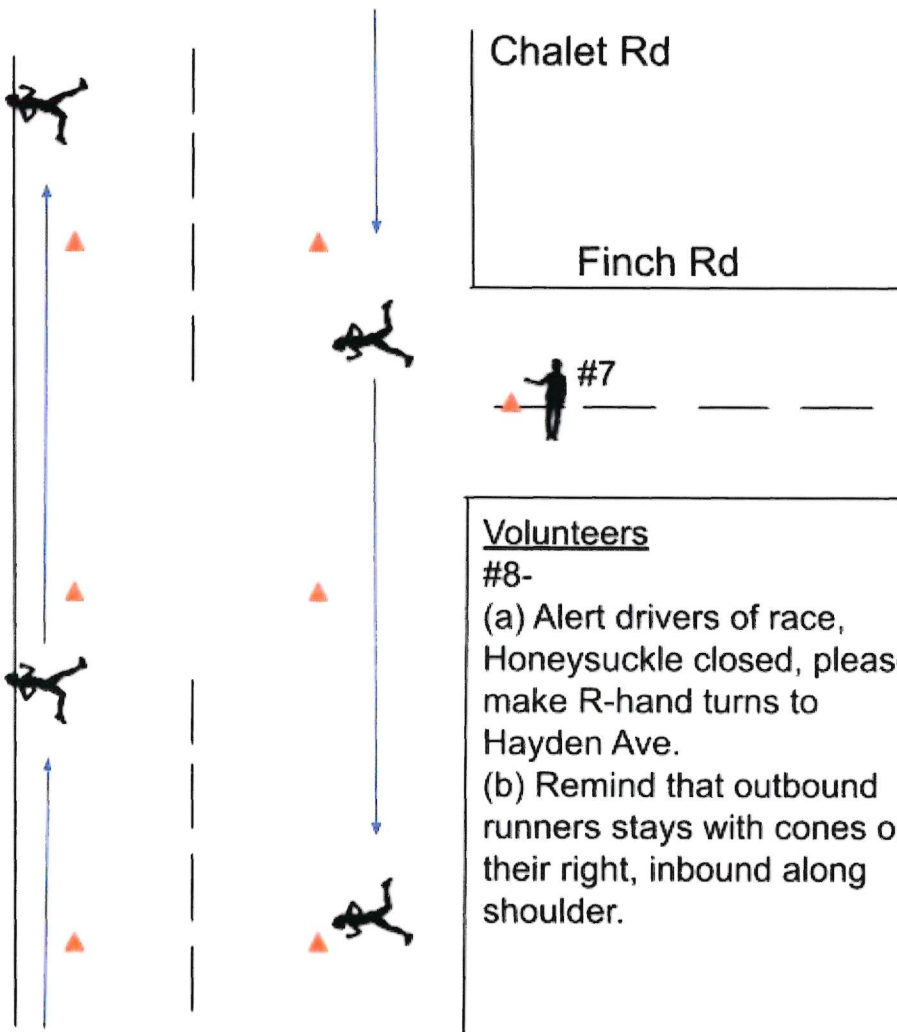
**Station #5- Intersection of Chalet Rd and Par Harbor Rd**

***\*\*set up your cones!!\*\****



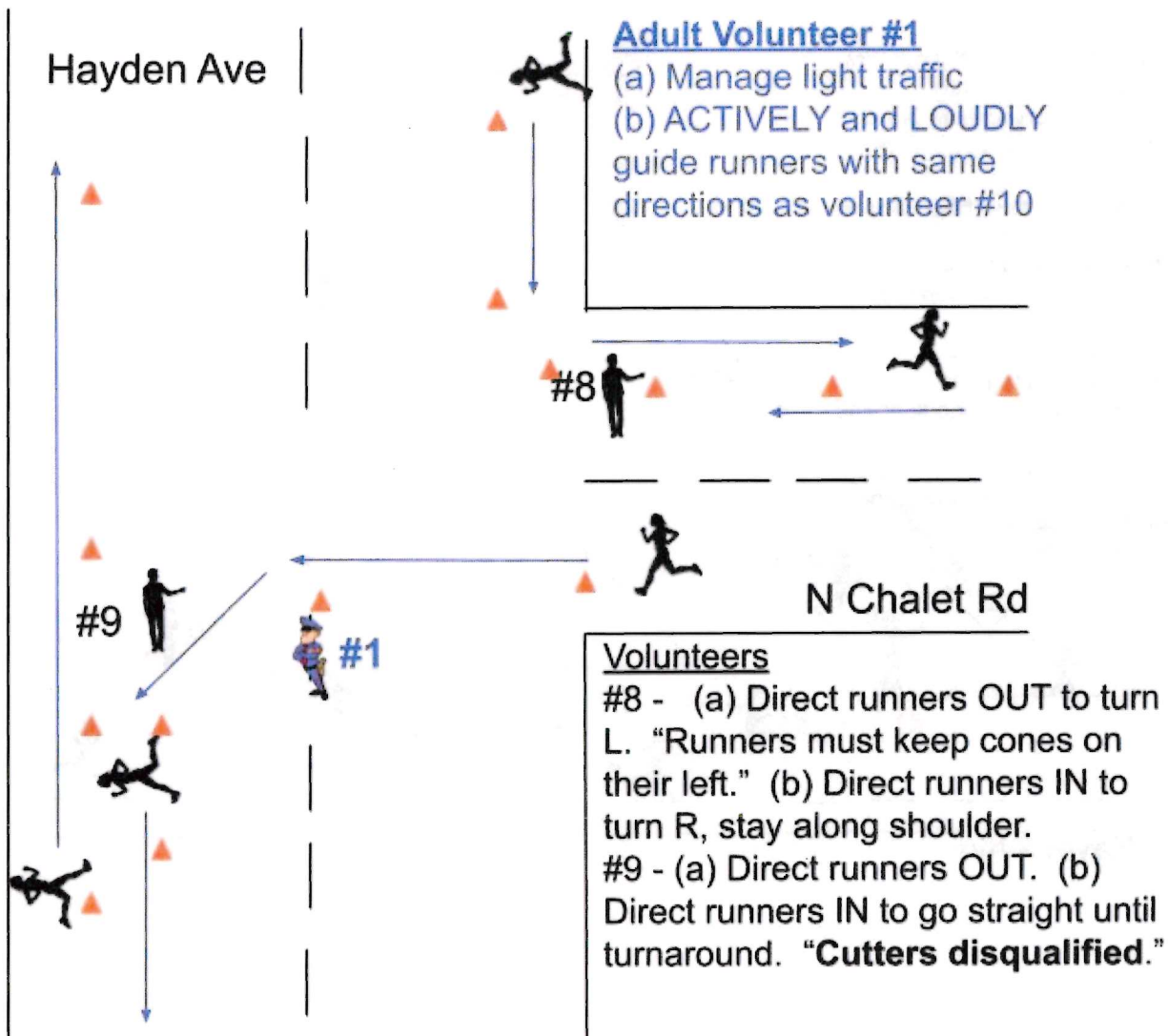
**Station #6- Intersection of Chalet Rd and Finch Rd**

**\*\*set up your cones!!\*\***



# Station #7- Intersection of Chalet Rd and Hayden Ave

**\*\*set up your cones!!\*\***



## Station #8- Intersection of Hayden Ave. and [Short Connecting Street]

**\*\*set up your cones!!\*\***

### Volunteers

#10 - Work with #12 to assure **NO** runners take this as a shortcut, or they are disqualified (*text Run Captain their bib: #11 needs to send the same text to confirm*).

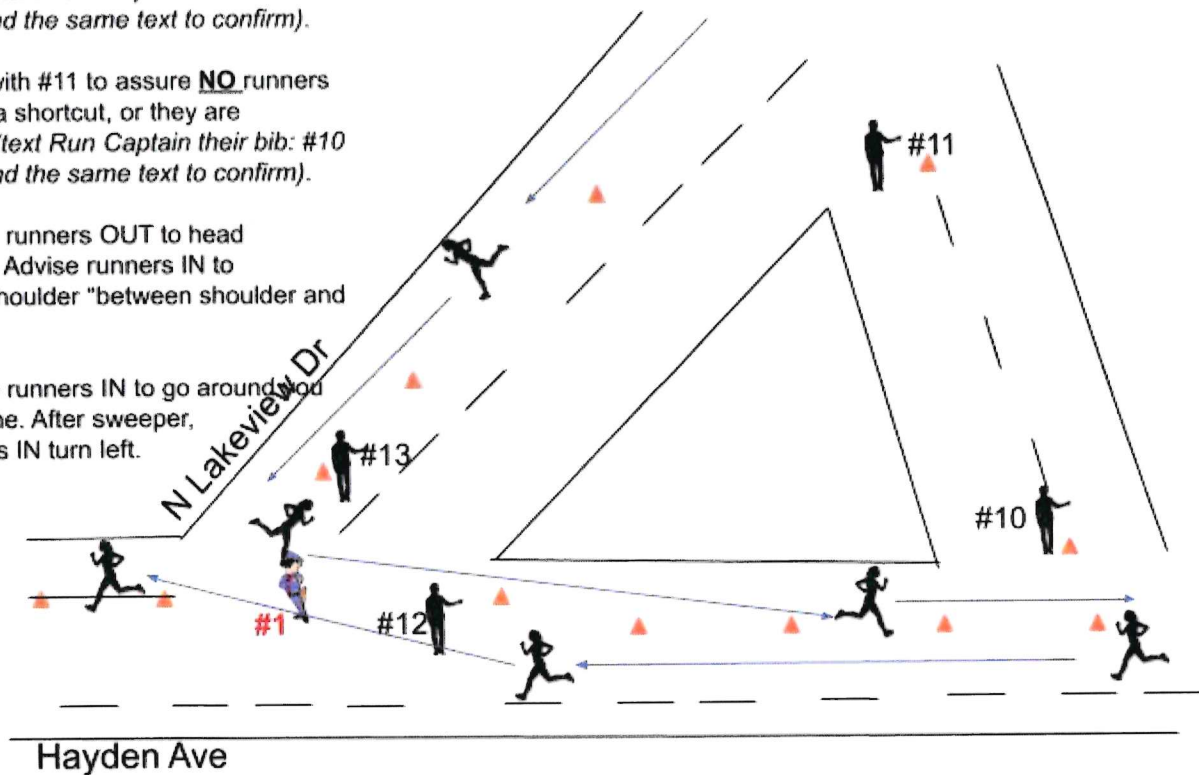
#11 - Work with #11 to assure **NO** runners take this as a shortcut, or they are disqualified (*text Run Captain their bib: #10 needs to send the same text to confirm*).

#12 - Advise runners OUT to head to shoulder. Advise runners IN to stay along shoulder "between shoulder and cones".

#13 - Advise runners IN to go around you and final cone. After sweeper, have runners IN turn left.

### **Paid Flagger #1**

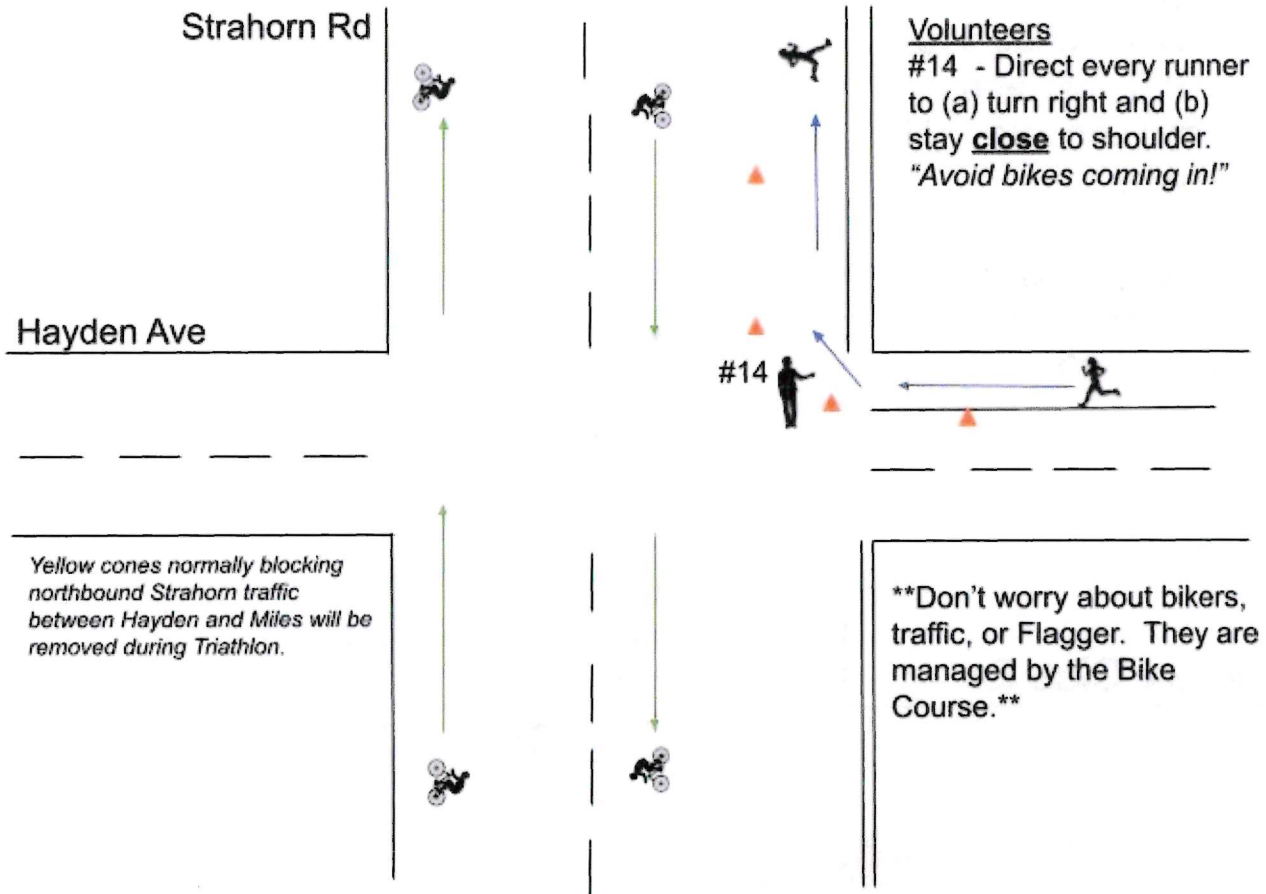
Coordinate 3- way traffic (STOP sign)





**Station #9 - Intersection of N Strahorn Rd and Hayden Ave.**

**\*\*set up your cones!!\*\***



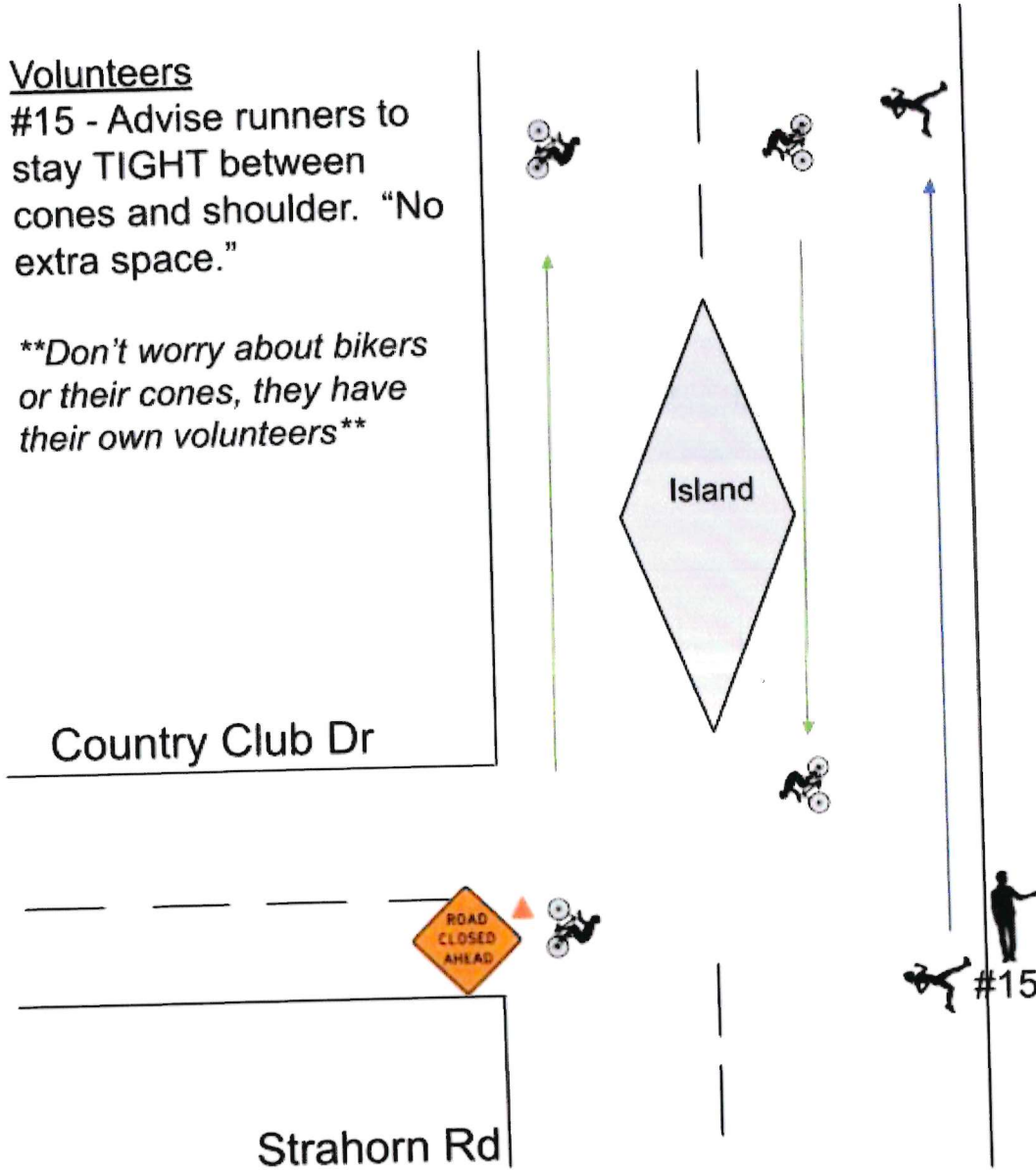
\*

**Station #10- Intersection of N Strahorn Rd and (1) N Country Club Dr (2) **\*\*Island\*\*****  
***\*\*set up your cones!!\*\****

Volunteers

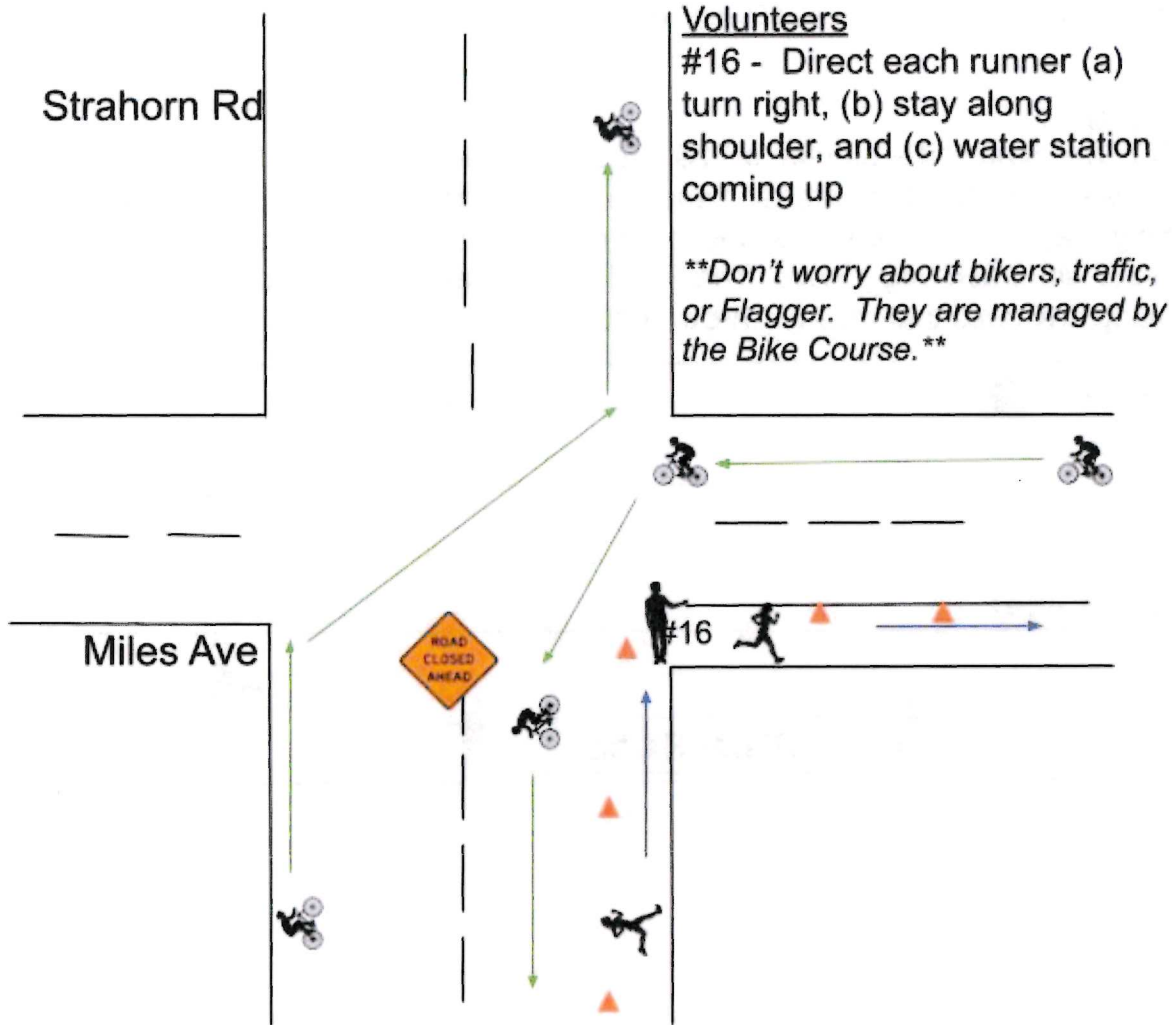
#15 - Advise runners to stay TIGHT between cones and shoulder. "No extra space."

*\*\*Don't worry about bikers or their cones, they have their own volunteers\*\**



# Station #11- Intersection of N Strahorn Rd and E Miles Avenue

**\*\*set up your cones!!\*\***



## Station #12- Water Station

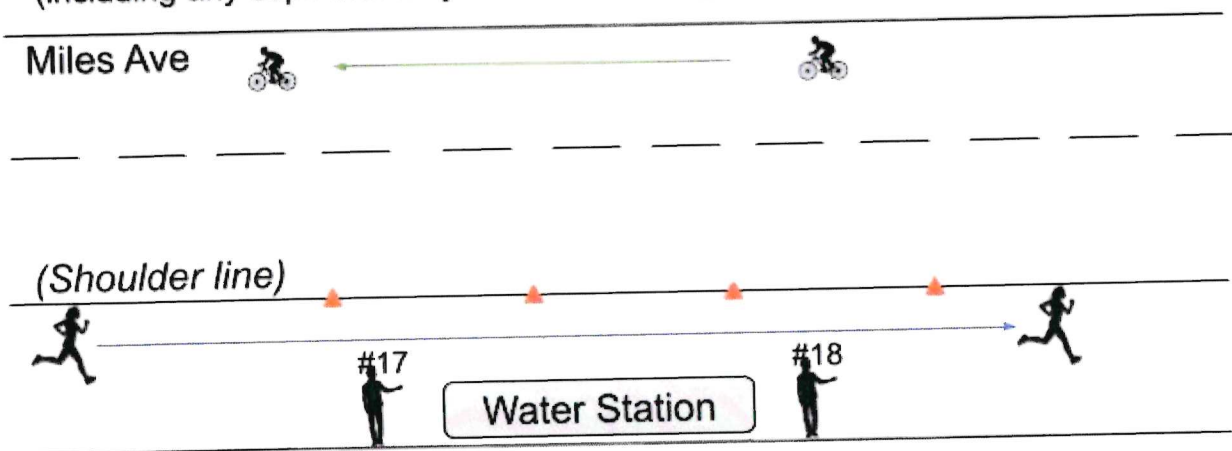
**\*\*set up your cones!!\*\***

### Aid Station Table

(Immediately before LARGE pine tree ~500 feet after runners turn onto Miles)

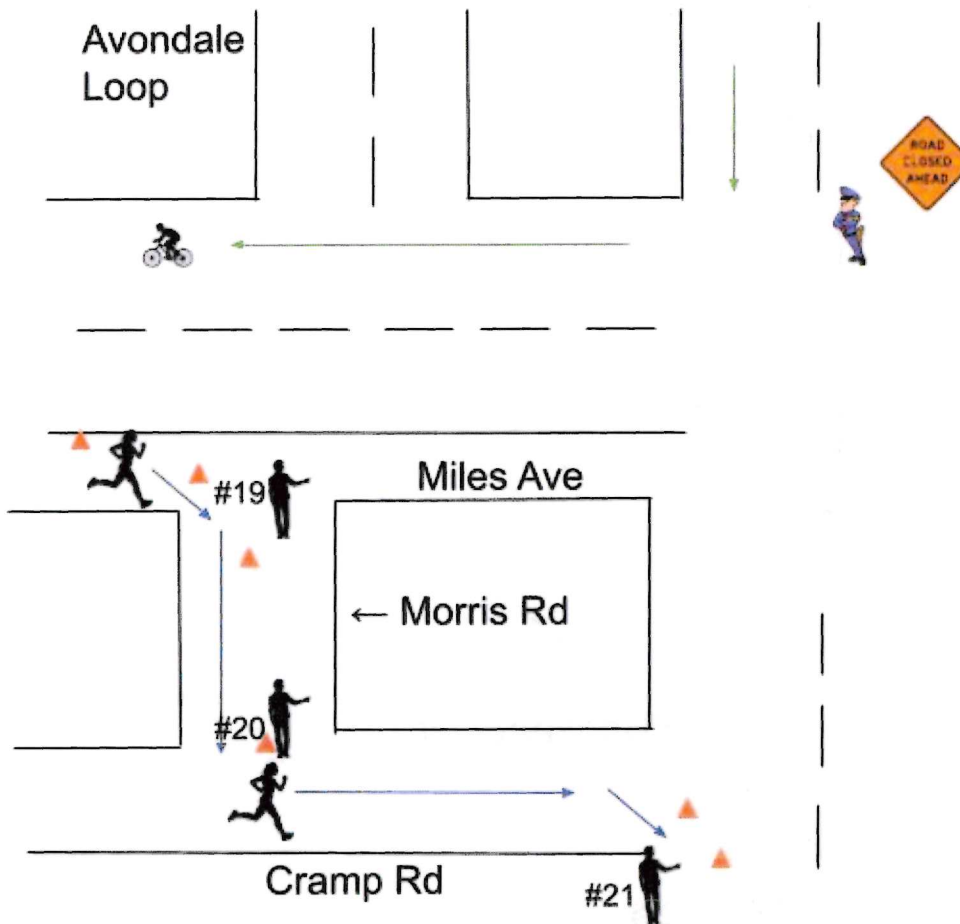
#### Volunteers

#17 & #18 - Staff water station: (a) 20 cups Gatorade always pre-filled, (b) 20 cups water always pre-filled, (c) manage snacks, (d) Ask approaching runners if they want anything. (e) Once sweeper passes, pour out Gatorade and pick up ALL cups, then walk east with trash bag toward "The Porch" restaurant until no more cups on ground (including any cups that may be thrown onto golf course).



# Station #13 - Intersection of E Miles Avenue and N Lakeview Drive

**\*\*set up your cones!!\*\***



## Lakeview Dr

### Volunteers

#19 - Direct runners to turn right.

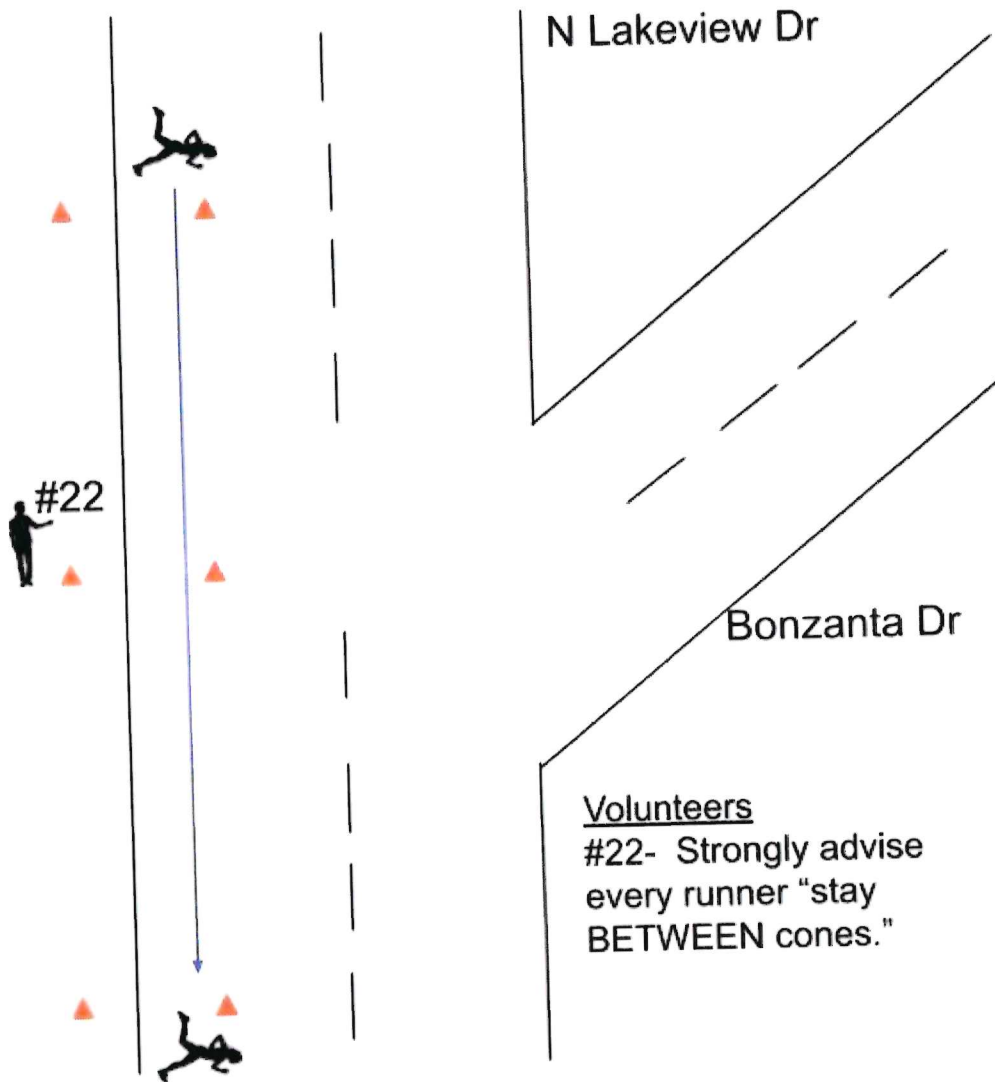
#20 - Direct runners to turn left; middle of the road. "Go AROUND me."

#21 - Direct runners to turn right. "Tight shoulder, stay on edge of road, listen for cars."

**\*\*Don't worry about bikers, traffic, or Police / Paid Flagger. They are managed by the Bike Course.\*\***

# Station #14- Intersection of N Lakeview Dr and Bozanta Dr

*\*\*set up your cones!!\*\**



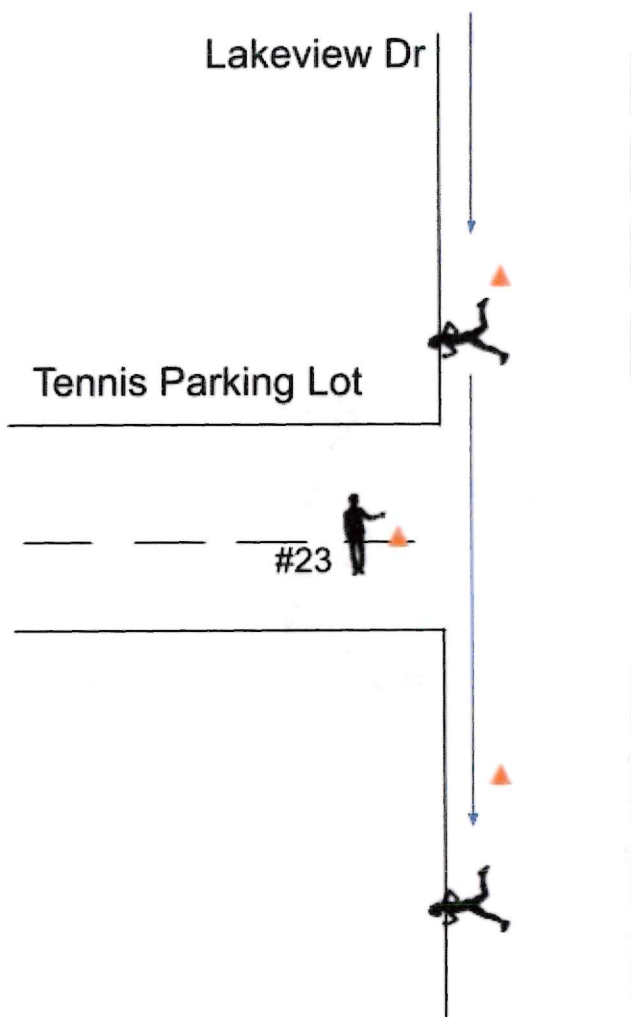
### Volunteers

#22- Strongly advise every runner "stay BETWEEN cones."



## Station #15- Intersection of N Lakeview Dr and Tennis Parking Lot

**\*\*set up your cones!!\*\***



### Volunteers

#23-

(a) Alert drivers of race, thank them for being patient, caution to turns when no runners coming.

(b) **CLEARLY** guide all runners (a) stay on very edge of the road (*not golf path*): "Small shoulder, stay on very edge of the road **UNTIL INSTRUCTED** to turn at next intersection."

## Station #16- Hayden Ave Turnaround

**\*\*set up your cones!!\*\***

Hayden Ave

(gate)

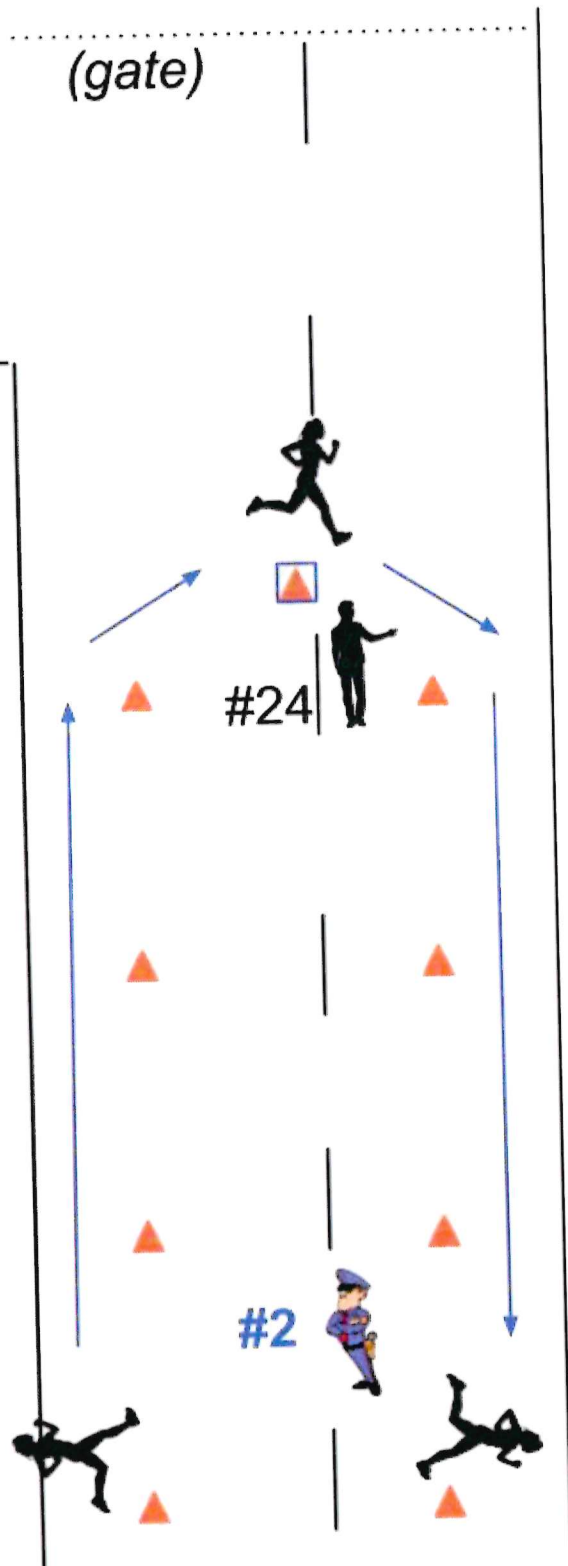
### Volunteers

#25- Make sure all runners go around you. "Cutting corners is disqualification."

**\*\*Assure that turnaround cone is placed on the "X" sprayed onto the road\*\***

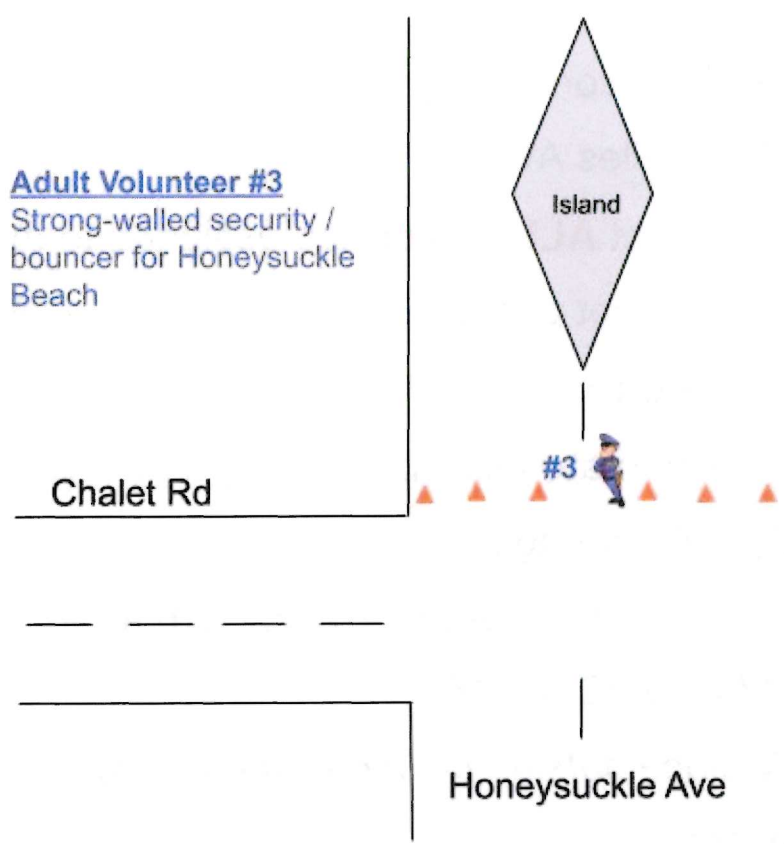
### Adult Volunteer #2

Assure NO runners cut cones. "Cutting corners is disqualification." (text Run Captain bib # of any runner who cuts)



## Station #17- Honeysuckle Beach Entrance

6 cones to remain "stacked" on South side of road until needed - see instructions below



### 7:20am - 11:00am

- Assume position of Security Officer (in front of the first parking lot). His shift ends at 7:30am. This adult is now "security / bouncer" to make sure no cars enter Triathlon area.
- Hayden Senior Center "sag wagon" will stop here to pick up and drop off spectators and/or athletes who cannot finish the event. Van should **NOT** go past you, and will make U-turns at this intersection
- Any casual cars / bikers / walkers should be advised that Honeysuckle Beach is closed; open only to athletes and spectators. *"City has reserved Honeysuckle Beach for the Hayden Triathlon until 11:00am. Before then, parking lot, dock, and beach closed for public recreation."*
- Last bike OUT:** once Sweeper passes you, put up two cones Eastbound to beach. No public cars or boats allowed to enter until 11:00am
- Last bike IN:** once Sweeper passes you, put up two cones Westbound leaving beach. No public cars or boats allowed to enter until 11:00am
- (Any volunteer cars parked in the lower parking lot... move cones so they can leave, and return to the road after they pass)
- Until U-Haul truck leaves, **NO BOATS OR AUTOMOBILES** permitted to pass
- When U-Haul trucks passes you at 11:00am, stack your cones back on south side of Honeysuckle shoulder, contact Run "Cone" Person & Run Captain that cones are ready for pickup. You are free to go!

# After Last Runner Finishes (~10:45am)

- Run truck will load cones **and** also pick up hydration station materials along Miles Ave.
- Carefully count that **ALL 173 cones** assigned to the run course are picked up (do not pick up cones assigned to bike course).
- Double check cone count. This needs to 100% match.**
- Hydration Station materials will be dropped off by U-Haul behind Hayden City Hall (during medal ceremony)
- Return all 173 orange cones to Traffic Corp at 5077 N Bldg Center Dr, Coeur d'Alene, ID 83815
  - (simply place outside building, without blocking any entrances)*

**Thank you!**