



### Oxford Street Water Station Assistant Volunteer Brief

Thank you for volunteering at The Sunday Mail Transurban Bridge to Brisbane 2025. It is of the utmost importance that you, our participants and all spectators enjoy a safe and fun event. With this in mind, we ask that you take a few minutes to read over the following information.

DATE	Sunday 14 <sup>th</sup> September, 2025
VOLUNTEER ROLE	Oxford Street Water Station Assistant
SHIFT TIME	<b>5:00am – 12:00pm</b>  Please ensure you sign on and off with your team leader at the beginning AND end of your shift via text message to the Volunteer Coordinator (EMSA) 0447 176 314. After your shift, you are very welcome to join in the festivities at the finishers' village.
PARKING	There is <b>no onsite parking</b> at your water station. The best parking would be in residential streets close by, so please allow for a short walk to your water station.
GETTING THERE	Please make sure you <b>plan your route</b> to the event. There will be a number of road closures in place on event day. All volunteers will receive free public transport on event day until 3pm. The road closures can be found at the following link: <a href="https://bridgetobrisbane.com.au/road-closures/">https://bridgetobrisbane.com.au/road-closures/</a>
DUTIES	You have been assigned to the Oxford Street Water Station. Duties include setting up the drink station, handing cups out to participants and cleaning up the drink station area after the event.  Specific Instructions: <ul style="list-style-type: none"> <li>• Ensure you have clean hands; wash them before you start</li> <li>• Wear latex gloves at all times whilst handling cups and water (these will be provided). If you have a team member allergic to latex please advise them to bring appropriate gloves or have them in a location where they are not handling cups or other items that require the use of gloves.</li> <li>• Set up trestle tables end to end</li> <li>• Put food grade bin liners into the water bins</li> <li>• Connect hoses to taps and use to fill water bins</li> <li>• Mix electrolyte in the large tubs, using the food grade mixers</li> <li>• <b>Fill GREEN CUPS ONLY WITH ELECTROLYTE!</b></li> </ul>

	<ul style="list-style-type: none"> <li>• Fill WHITE cups 2/3 fill cups with water and fill tables with the cups</li> <li>• Once table is full put a corflute on top (printed side down only white showing) and stack more water filled cups on top</li> <li>• Hand cups to participants if requested</li> <li>• Have table full of drinks before the participants arrive but make sure they are well spaced out so people can easily grab them without touching other cups or knocking other cups over.</li> <li>• Clean up after participants. Cups may be some 100m in and around the drink station area. Please pick them up (make sure gloves and racks are used) and place in the rubbish bins provided.</li> <li>• Please make sure you keep all cups separate from other non-cup rubbish as all of our cups are recycled after the event</li> </ul> <p><b>Please refer to last page for instructions on how to set up a water station.</b></p>
<b>WHAT TO BRING/WEAR</b>	<p>Please wear your official <b>Bridge to Brisbane Volunteer shirt</b>. This will be sent to your group leader or will be dropped off at your closest water station. Please also wear comfortable closed in shoes. If you are working outside, please dress to the conditions (e.g. hat, sunscreen, etc.)</p> <p>If you are volunteering for a longer shift, please bring a snack to eat throughout the day.</p>
<b>IMPORTANT CONTACTS</b>	<p>EMS Australia (Volunteer Coordinator)</p> <ul style="list-style-type: none"> <li>• (07) 3139 0398 (Pre-Event Day) / 0447 176 314 (Event Weekend)</li> </ul> <p><b>Medical Command Centre</b></p> <ul style="list-style-type: none"> <li>• <b>0421 003 720</b></li> </ul>
<b>EVENT SCHEDULE</b>	<p><b>5KM Race</b></p> <ul style="list-style-type: none"> <li>• <b>10:00am</b> – Purple Elite Runners</li> <li>• <b>10:00am</b> – Orange Runners</li> <li>• <b>10:10am</b> – Pink Joggers</li> <li>• <b>10:10am</b> – Pink Walkers</li> </ul> <p><b>10KM Race</b></p> <ul style="list-style-type: none"> <li>• <b>6:00am</b> – Elite Wheelies</li> <li>• <b>6:10am</b> – Blue &amp; Red Elite Runners</li> <li>• <b>6:20am</b> – VIP Charities (GOLD BIBS)</li> <li>• <b>6:25am</b> – Green Runners</li> <li>• <b>7:00am</b> – Yellow Joggers</li> <li>• <b>7:30am</b> – White Walkers</li> </ul>

<b>MEDICAL</b>	<p><b>MEDICAL INCIDENTS</b></p> <ol style="list-style-type: none"> <li>1. Report any incidents to your group leader immediately.</li> <li>2. Refer participants to the First Aid Marquee which will be located at the starting point of both the 10km and 5km races, at the finish line and roving throughout the course.</li> <li>3. For Medical Assistance, contact the Medical Command Centre on <b>0421 003 720</b> <ol style="list-style-type: none"> <li>a. Survey the scene &amp; ensure there is no danger</li> <li>b. Respond to the emergency i.e. minimise nearby hazards</li> <li>c. Note the participants name, participant bib number and location</li> <li>d. Record the incident i.e. record time, location, complete an incident report</li> </ol> </li> </ol> <p><b>SUSPICIOUS BEHAVIOUR</b></p> <ol style="list-style-type: none"> <li>1. In the unlikely event of any suspicious behaviour please alert your team leader as soon as possible.</li> <li>2. Suspicious behaviour can be from the participants, or the general public can be anything from a bag or backpack left unattended or wearing a large jacket in warm weather or even a person acting irritated.</li> <li>3. If you find an unattended bag/backpack             <ol style="list-style-type: none"> <li>a. Ask if anyone owns it</li> <li>b. If no one does, don't touch it</li> <li>c. Alert others to keep away</li> <li>d. Contact Event Command 0417 741 468 if you don't get through contact the Venue Manager on 0472 597 539 and they will liaise with the appropriate authorities.</li> </ol> </li> </ol> <p><b>NOTE: If you are ever in doubt call emergency services on "000"</b></p>
<b>EXTRA NOTES</b>	<ol style="list-style-type: none"> <li>1. No smoking is permitted within the food preparation and serving areas</li> <li>2. All food preparation and serving staff are to regularly sanitize their hands and wear the gloves provided</li> <li>3. There is to be no sitting on benches or other food preparation or storage surfaces</li> <li>4. The event will continue in light and/or sporadic rain conditions. You will be contacted if the event doesn't go ahead due to weather or other unforeseeable event.</li> <li>5. Please bring your mobile phone in order to stay in contact with organising staff, if required</li> </ol>

**For further questions please refer to the Volunteer Portal and for queries leading up to the event please call 1300 55 55 77.**

**Thank you for your support of The Sunday Mail Transurban Bridge to Brisbane. Without your time and effort, this event would not be possible!**

**HOW TO SET UP A WATER STATION (Don't forget GREEN cups for electrolyte ONLY)**

## STEP 1



Place a CLEAR bin liner in the bin and tie a knot (if needed) on the side to ensure it is fixed tightly. This is going to be used as your water bin!

## STEP 2



Locate your closest tap and use the provided fittings to connect the hose to the tap.

## STEP 3



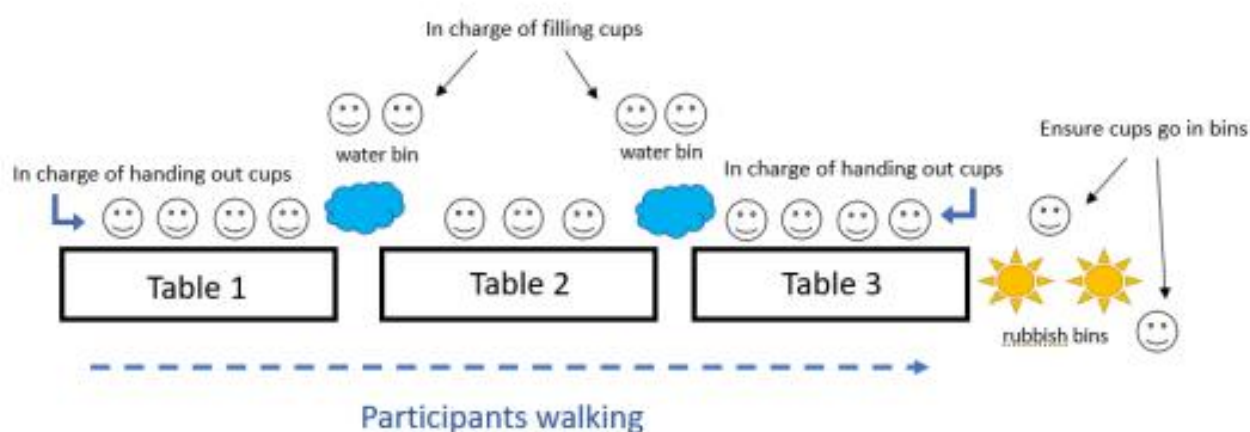
Place your hose into the bin that you lined with clear plastic and turn the tap on. Ensure that the water bin is placed in the correct position as it will be very hard to move once filled with water.

## STEP 4



Place a black bin liner in another bin and tie a knot (if needed) on the side to ensure it is fixed tightly. This is going to be used as your rubbish bin (for cups only)!

## STEP 5



## STEP 6

