

# **Bike Race Volunteer Job Descriptions**

**\*\*\*the following is an overview of different volunteer jobs but is may not be representative of all duties you may be asked to perform\*\*\***

**All volunteers are required to sign in and out on our volunteer registration form and complete a liability waiver prior to your shift.**

**All volunteers must be 15 or older. Under 15 must be with an adult and only eligible for Registration and Tear Down.**

## **Registration:**

Those assisting with registration will be at one of two stations; usually at either pre-registration or on-site registration, although you may be asked to float between both areas.

- Pre-registration: In the pre-registration area, volunteers will pull pre-assigned competitor number plates as pre-registered riders arrive. You may also help with selling Epic Singletrack Series merchandise, calf-marking, or setting up the refreshments table for racers so it is ready when the racers cross the finish line!
- On-site registration: In the on-site registration area, volunteers assist athletes with registration paperwork, assigning competitor number plates, calf-marking, accepting registration forms and payment.

## **Tear Down:**

Includes cleaning up the refreshments table, putting away Series merchandise, alphabetizing/filing competitor releases, putting away spare competitor number plates, carrying supplies from the registration area back to the Competition Center office, as well as any other clean-up activities that may come up.

## **Timing:**

Timing volunteers will help at the finish to ensure that all riders are accounted for as they cross the finish line. This is an outside position so volunteers should be prepared for all types of weather. There are two (2) people on plungers, one (1) scanner, and one (1) on the keypad. The plungers “click” their plunger each time a racer crosses the finish line before the racer go into the finish chute. At the end of the chute, the scanner scans the competitor’s number plate and the keypad volunteer punches the number into the keypad. All this information goes electronically into the timing software on a laptop and thus it is crucial to be on point as each racer comes through the finish area to ensure accurate timing.

## **Marshal**

The main duty of a bike marshal is to direct racers on course. This requires being prepared for a potentially long day outside in a remote area. Marshals should be comfortable with this. We meet very early, usually by 7:30 or 8:00am in Balcony

House at the bottom of the stairs to the Competition Center office. We provide transportation to the marshal location via van and occasionally need marshals to ride in to difficult to access locations. Please communicate with us in advance if you would prefer to ride in to your location so we can locate marshals accordingly. We also provide a bag lunch. You will receive a ski area radio to contact the race organizer in emergency situations. These situations generally include calling in injuries to the organizer and/or race patrol for assistance. You will be provided with a detailed course description and map so you can assist with providing information to our racers and public you may encounter on race day. At the end of your shift, once bike patrol sweep has cleared your location, you will pick up any arrows, flagging trash etc. on your way out and we will transport you back to the ski area.

Things you should plan on bringing that will make your day more enjoyable:

- Portable chair
- reading material (there can be down time)
- water bottle
- snacks
- sunscreen
- bug spray
- hat that provides sun protection
- clothing – layers and a raincoat! Never judge the weather by how the day starts as weather can and does change quickly in the mountains!

If you have any questions about volunteer duties at the Epic Singletrack Series events, please contact the Competition Center.

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