

## Volunteer information 2015

Current event information will be posted at the Super 8 in conference room and at the Civic Center.

Sign up room # and cell on sheet posted in Civic Center. Please add your contact info to the list.

**Goals:** It is the primary goal of all officials and volunteers to see that the current 200 meter world record is broken by someone at the meet. All of us will be working together to help each person win their race against the clock.

**Jobs:** Each volunteer has the option of rotating to other positions during the meet, providing they meet the requirements of that position.

If you want to be a spectator instead of volunteering on some nights tell the event coordinator. If possible assist in finding your replacement.

Make sure you are willing and able to do what your position entails (see volunteer job descriptions). The main starter, course Marshall, lead catch team and head timer positions will not rotate unless it is necessary.

**Course Set up Saturday/ Sunday:** Volunteers are needed during the day to help set up plywood on bridge, mark and place mile markers, move bleachers, snow fencing, hay bales and test radios.

**Pre event meeting:** Sunday Sept 13, 7:00 pm in the Civic Center. We will assign day 1 volunteer positions.

**Racers wrap up meeting:** Immediately following morning and evening sessions on 305. Volunteers need to attend to either change positions or let us know you want the same job.

**Morning volunteers** should leave the motel by 6:00 and meet at Ranch Road 3 (catch) at 6:30 to get orange vests and radios.

**Evening volunteers** should leave the motel by 4:45 and meet at Ranch Road 3 (catch) at 5:15 to get orange vests and radios.

**Race Schedule:** Please read the "Schedule of Events" packet for detailed racing timeline and daily special events.

**Responsibilities:** The Event Coordinator and Course Marshall will make most decisions and try to make things run as smoothly and safely as possible. Dispute procedures will be posted in the conference room.

**Catchers:** Teams should communicate any special catching instructions for each vehicle and provide any tools needed. Spread out for maximum coverage.

**Chase Vehicle Drivers:** Please be sure to read the instructions and procedures for Chase Vehicle Drivers. An official IHPVA observer/radio communicator will ride along in addition to a crew member (not the driver). During an emergency there can be a need for additional help.

**Chase Vehicle Observers:** IHPVA observers will ride with each chase vehicle to ensure compliance with event rules.

# OFFICIALS

## Course officials

- 1 Course Marshall (stationed at catch)
- 2 Launch official
- 3 Launch assistant
- 4 Launch Communications
- 5 Ranch road 1
- 6 Ranch road 2
- 7 Two-mile observer (mid point)
- 8 Catch area official and several catchers
- 9 Sweep Driver

## Timing officials

- 10 Head timing official
- 11 Wind official 1
- 12 Wind official 2
- 13 Timing Area Communications
- 14 200m Sensor Volunteers (4)
- 15 Spectator area announcer

## Chase Car Officials

- 16 Chase Car Observers (5-10)

## Equipment officials

- 17 Officials Radio nanny
- 18 Chase car radio nanny
- 19 Vest nanny
- 20 sign hiding crew / gate closer

## Qualifying Officials

- 21 Parking Assistant
- 22 Safety Assistant

## Event Officials

- 23 Daily bloggers
- 24 Reporter and Web Updates

## Drag Race Officials

- 25 Drag race Coordinator (Friday)
- 26 Launchers
- 27 Timers (2)
- 28 Catchers (3 min)
- 29 Barricade monitors (4-6)

## Road Race Officials

- 30 Organizer - Timer
- 31 Lap counters - One per bike
- 32 Barricade monitor

## Course Marshal

- Keeps list of persons to contact. Note where all the teams are staying!
- Conduct racers meetings. Assign volunteer positions, work with starters and timers to schedule start order for each morning and evening run. Inform riders of any changes in scheduling. Sit in during any disputes.
- Check in all officials at Ranch Road 3 before each session. Give radios to: Start, RR1, mid-course, RR 2, Timing, catch (course marshal). Volunteers pick up orange vest, radio and any other equipment from Course Marshal or Radio / Vest Nanny. Course Marshal checks off on checklist and recruits volunteers for vacant positions.
- Give a copy of Start schedule to start area, timing, catch areas, and to spectator volunteer if there is one.
- Responsible for ensuring that all systems are ready – course is clear, timing is ready, vehicles are ready, catchers are ready. Course marshal must verify that course is clear and that timing is ready. Keep everyone, including catchers, informed as to who is on course and where they are.
- The first launch can start when these conditions have been met:
  - The course is clear of vehicles
  - Road blocks are in place
  - The timing system is up and running
  - All officials are in place
  - Flaggers are in place and communicating on different radio frequency directly with course marshal.

Course Marshall needs: Orange vest, clipboard, notebook, cell phone, radio, car

**It is the sole responsibility of the course marshal to make go/no go decisions. If a road flare is set off, then the course is closed. Otherwise it is up to the course marshal. Timing systems must not be shut down nor tapes lifted without checking with him/her.**

## START OFFICIAL AND ASSISTANT

- Indicate to teams when there is 15 minutes to go, 10 minutes, 5 minutes, and 1 minute to go
- Reiterate to the remaining vehicles that there is 2 minutes between launches as they are lining up on the course, so they can plan accordingly.
- If possible, assign an experienced volunteer to “float”, helping all teams to get ready as needed.
- Start procedure -- Since we only have 20 minutes per heat, time is of the utmost importance. The starters will be responsible for lining bikes in start order sequence, but staggered left/right behind each other. If the bike that is supposed to start has an aborted launch and cannot be easily re-launched, or if it is not ready, or has a mechanical on the line, the next bike will be launched instead. If the bike with a problem still cannot launch, it will be moved to the last slot for that heat.
  - Bottom line: each bike has two chances before it is moved to the back of the line.

- The starter and assistant starter will deal with any start line problems at the time, with the goal of keeping things moving on time. They will have the authority to change things as needed.
- The Start official or assistant keeps track of the time between launches. A 2-minute gap is the minimum spacing. The launcher may extend that depending on the situation. Start official will communicate any changes in the start order.
- Indicate to the course marshal when the vehicle is actually underway.  
Terminology to use:
  - “\_\_\_\_\_ is launched”;
  - “\_\_\_\_\_ has been moved to back of the line”

Start assistant or launch communicator communicates with race control and flaggers  
 Start assistant is responsible for keeping participants off roadway until official closure.  
 Start assistant will enforce use of safety vests by all on or near the roadway.  
 Team vehicles should park to the left of the gate entrance. Chase vehicles should be positioned in same start order as their bike.

Start officials need: Radio, orange vest, broom, trash box, chair, clipboards (2), small folding table, “Start Order” board, clock.

## RANCH ROAD 1 , 2 and MID-COURSE OBSERVER

- Ranch Road 1 is about 1 mile from the start. It is numbered Gate 19.  
Mid-course observer is stationed on west side of road at the qualifying course start. (2.5 mile mark)
- Ranch Road 2 is about 1/4 mile from the timing area. It is where the ambulance, spectator bus, media and official parking will be. This Gate is marked Badger Ranch.
- Observers at the Ranch Roads are there to make sure no motor vehicles get on the track, and that no one is parking in the highway right-of-way area
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- The observers will also report any problems.
- All observers are to report any chase vehicles that are following their vehicle too closely (closer than 100 meters), or driving unsafely. One hundred meters is the distance between two roadside markers.
- **Very Important:**  
Observers need to pay attention to the radio and note the sequence of bikes on the course.  
Any bike passing out of sequence should be communicated as this indicates a problem on the course.

Ranch Road 1,2 and Mid-Point Observers Need: orange vest, chair, water, binoculars (if have), Radios, camera (this is a great place to get speed shots!) and patience.

## Spectator Area Official

This official will be stationed at the spectator area to make sure that:

- a.  spectators don't stray onto the course
- b.  media does not get in the way of anything.
- c.  Announce times as reported from the timing area.
- d.  Give historic information and racer information to the spectators

Spectator person needs: Orange vest, small radio in contact with timing communications person, clipboard, IHPVA Quest Flyers to hand out and knowledge about this event and HPV racing in general to answer questions from the spectators and announce what is happening.

## TIMING PERSONNEL

Head Timer will be in charge of the timing area.

Other timing area personnel are the wind officials, people to test optical sensors before each session and a communications person.

The timers will record times and wind data, reset time, enter data into computer and by hand on a form provided.

A designated timing communications person will radio time or speed to catch and spectator areas after each run.

The timing area communications person is responsible for all radio and telephone communications to/from timing area, and for transmitting information to timers and all others.

Need: Timing equipment, table, chairs, duct tape, cones, Radios (main and small) and orange vest.

## Timing Sensor Volunteers

- Responsible for making adjustments to optical sensors and confirming they are ready with head timer before each session.
- Communicates if Chase driver is too close to racing vehicle entering or exiting the timing traps.

Need: Orange vest and small radio.

**Important Safety note:** Timers need to park as far back as possible from road next to the fence.

## CATCH OFFICIAL AND CATCHERS

The Catch Official is in charge of the area to get the bikes off the road quickly. He should be in communication with at minimum the timing area so he knows which bike is coming.

There should be a minimum of four catchers at any one time, especially for the first bikes. Ideally each team will provide a catcher familiar with their bike.

**Very Important! Catchers should not bunch up.** Station two across from each other in one area and two farther back (across from each other) in case the bike overshoots the catch area.

If possible, station extra two catchers much further back to prevent overruns.

If enough catchers one should act as "target" for riders to head toward by holding flashing batons and waving them overhead while holding central position.

There will be written instructions if the teams give them. Otherwise it is helpful to ask a team member to instruct one of the catch team during the day if there are any special handling needs. The directions need to be clear, i.e., sometimes there is confusion on the part of the rider and the catcher, like the catcher may back up when the rider is expecting the catcher to stand still.

Instructions should include how the bike will approach, how it stops, where to hold it, how to untape or unfasten, how to handle sensitive items like camera pods.

Catch Official is responsible for getting the teams to get the bike, rider and chase vehicle off the road ASAP to prepare to catch the next bike. He should also continually be watching up the course for vehicles and chase cars. **Chase vehicles will be asked to turn off lights after crossing the bridge so the vehicle can be seen more easily.**

**Note: chase vehicle should NOT pass the bike before it has stopped**

Needs: Orange vests, binoculars (if have), radio, spare radio battery, clipboard, and flashing batons.  
Ability to run, squat and bend.

## Radio / Vest Nanny

Person is responsible for all radios and safety vests used during the event. There are large official IHPVA radios and smaller chase radios. Radios and vests are picked up by officials and chase vehicles at the catch area parking before the start of the AM or PM speed trials.

Radios and vests should be returned after each trial. Radios should be recharged before the start of the next trial or overnight.

Needs: Electricity, power strips, box or bag.

## **Sweep Driver**

Person responsible for driving the course and making sure all is clear to start after each road closure.

Beginning from catch driver passes each checkpoint and radios the all clear. If there is anything on the course that prevents the racers from starting the driver relays that information to the Course Marshal.

Driver waits at the Start area until the road is open after the first session. Driver may either drive back to catch and sweep in the same direction as before, or wait until the second road closure and sweep from Start to Catch instead.

Needs: Fast Car, radio, and driver's license

## **Marker Sign Placement / Pick up**

Person responsible for setting up and hiding marker signs along the 305 road course after AM and / or PM Time Trials.

There are 18 signs some are free standing and others need to be tied to mile marker posts. Each must be placed according to the painted mile marks on the pavement.

When the road is reopened at the end of the Trials, the signs should be removed and hidden in the bushes near the fence.

Ranch Road 1, 2 and Mid point observers often do this job on their way up/ down the course

Needs: Van, Pick-up or car with cargo area, safety vests, ability to lift sand bags and signs, zip ties or twine, wire cutters, knife or scissors.

## **Parking Assistant & Safety Assistant**

Qualifying on 305 will be from a 2 mile run up to the 200-meter traps. The Parking and Safety Assistants are to insure riders and vehicles are well off the road. There is no staging area in this part of the course. The teams will have to park near the fence and have bikes and gear out of harms way.

The Parking Assistant will work closely with the Head starter to help line up chase vehicles in the order they need to leave the parking area. Chase Vehicles will be asked to leave their keys in their ignition in case of emergency.

The Safety Official will work with the Parking Assistant and Head starter to insure all other vehicles not needed for chase are parked as far from the road as possible and not in the way. They will also help keep racers from spreading gear in areas that will be dangerous if the road needs to be opened for an emergency.

Needs: Safety Vest, good communication skills, assertive nature, and ability to drive all types of vehicles.

## **Event Officials**

### **Daily Bloggers**

### **Reporter and Web Updates**

Responsible for posting daily updates to the WHPSC site. Including current times, pictures and comments on the day's activities. Communicates with web host Warren and sends files in a format he can use.

Bloggers know what they do; we just wanted to have you sign up so we knew who you were!

Needs: Computer, camera, decent writing skills, flash drive, name spelling ability.

### **Drag race Coordinator (Friday)**

Person responsible for setting up drag race event on Friday. Works with timers, racers, launchers and catchers as Course Marshall. Helps lay out 1/4 mile tapes and wires. Cones off start area, designates finish line and catch area. Makes sure catchers are in place before launching any fully faired vehicles. Makes sure enough people have signed up to run the event. Consults with racers as to what type of 1/4 mile elimination they prefer. Works with Timers to compile all results and reports at Friday night racers meeting

Needs: all radios, safety vests, timing system, small cones, 1/4 mile wire and duct tape, Checkered Flag.

### **Chase Vehicle Observers**

Rides along with driver and team member to ensure safety procedures are followed during an emergency. Is in charge of radio communications with the course marshal and any other chase vehicles on the road ahead or behind. Understands the chase vehicle safety procedures completely and can implement them in a stressful situation. Information to be communicated during emergency or mechanical problem: Location (mile marker, ranch road ect). Type of problem (mechanical, bike down, mid-course pass), Condition of rider (emergency service needed/not needed), Status and location of bike and chase vehicle after help is rendered.

Need: Radio, cool head, calm demeanor, good radio skills

### **Road Race Officials**

Coordinates road race Friday afternoon. Chooses type of competition (timed, laps ect) . Communicates with County Personnel about road barricade placement.

Lap counters choose 1 vehicle and are responsible for tracking each time it passes the start/ finish line. barricade monitors keep cars from entering road while racing is underway.

Timer assists in timed events if needed. Compiles results and announces them at Fri Eve wrap up meeting.