

## Senior Olympics Cycling - Volunteer Job Descriptions - April 2018

**REGISTRATION-** Arrive early-around 6:45 AM. We are going to tell participants that they may start to check in around 7:00 AM. Will be at headquarters Pavilion in shade and mostly seated. Check in the participants by finding their envelope (with bib number, pins, course maps) in the box or crate-alphabetically by sex, age group and last name. Check off their name on our roster. Give them any information not in their envelope. Point out where restrooms and water are. Point out sample jerseys showing how to pin on the 2 bib numbers we have for each participant. (same number for each event.) Show bulletin board with list of the order and time of their start in the Time Trials, and course maps. Point out the general direction (north to the corner of Beeson and Moulin) where the events of the day start and where and what time they are to line up etc. Point out where in the Pavilion they are to pick up their tee shirts and lapel pins. Will be busiest from 7 AM -9 AM and again around 11-noon. May help with Medals Ceremony at end of each day.

**MARSHALS-** Come to Pavilion to pick up orange flags, safety vests and cones. Then drive to pre-assigned corner or area along the race course in plenty of time to set up. Bring heavy broom to sweep all gravel from your corner or area. Bring chairs if you wish especially for the longer events. Your primary job is to keep the racers safe. You may need to stop traffic for racers to get around your corner. You can use your flag to stop traffic and to direct racers around the turn. Arrows showing which direction to go will already be painted on the road but your presence (2 or 3 people per corner is good) will help them have no question on how to negotiate the turn. Some marshals may be at a corner where we want racers to go on straight for the 40K Road Race. Some may be at the U-turn midway in the 5K Time Trial. Some may be at the end of the 20K and 40K Race courses to direct the racers to the Finish or Chute Marshal who records their order of finish as a double check for the Timers, Spotters and Recorders.

**REFRESHMENTS CO-ORDINATORS-**Help to arrange all the cookies, fruit, and lunch supplies. Put on tablecloths (if using), set up plastic and paper goods, resupply as needed. Set up the water stations-primarily at the Pavilion. Arrive by 8 AM-busy time will be 10:30-noon and again after the races are done in the afternoon. Be willing to have members bring cookies etc. to you ahead of the race days. Help clean up afterwards.

**SPOTTERS (PICKERS), TIMERS, RECORDERS-**Grouped together because in the 2 Road Races, the 3 jobs can blend into one. But first, the separate descriptions of each:

**SPOTTERS (PICKERS)** - Watch the riders come in, look at their bib numbers and shout them out to the Timers and Recorders. Will be stationed some distance before and right at the finish lines. Some will use walkie-talkies. We will need at least 4 or 5 spotters for each race.

**TIMERS-**In the Time Trials the most important thing is the amount of time each rider takes to do the Time Trial. For the Time Trials the Timers will start their stopwatches when the Time Trial starts at 9 AM. each day. They will use the SPLIT-TIME feature (temporarily stops the watch and shows the current Elapsed Time) and announce the Elapsed Time on the stopwatch when each rider crosses the Finish Line. Press SPLIT again to continue the time on their stopwatches and then press SPLIT again to get the time for the next rider. (do not press STOP for the entire length of the Time Trial.) When several riders

cross the finish line close together, the timer determines a time for each and announces it. In the Time Trials the riders start individually one minute apart, so they should NOT be in large groups crossing the line all at once. There will be at least 4 or 5 Timers for each Time Trial, so you will not be working alone.

**RECORDERS-** In the Time Trials-quickly writes down the riders' bib numbers and finish times in order on paper. They get this information from the Spotters (Pickers) and Timers who announce it. There will be 4 or 5 recorders for each Time Trial.

For the Time Trials it is ideal to have 4 or 5 teams of these 3 jobs to be sure we don't miss anything. After the Recorders have a page of results they give them to a Runner who turns them into the Computer Operators at the Race Tent and then continues recording.

In the 20K and 40K Road Races the most important thing is the ORDER OF FINISH. For the Road Races the 3 jobs blend into one. Everyone has a clipboard or legal pad on which to record bib numbers in the correct finish order. Some of you will be asked to look for and record, in order, finishers 1, 2 and 3. Someone else will write down finishers 2, 3, and 4. Then #s 3, 4, and 5 etc. for each sprint. These results will be turned in to the Computer Operators periodically. There will be a 2 minute gap between each age group and the bibs will be number coded so it will be easier to separate the finish times by age group.

**HOLDERS-** Hold and steady each rider as he/she starts the Time Trial. (We do not have a start house ramp, so each rider has a choice if they want a Holder or not.) We will be starting the Time Trial at 9 AM each day and start the riders exactly 1 minute apart. If someone is a no show, we leave a gap so as not to mess up the start times which are already programmed into our computer program for each race.

**STARTERS-** Control the start of each rider (Time Trial) or age group (Road Race.) Use their stopwatch to start these events. Line up participants by age group and bib numbers. Check to see that each rider has his bib numbers correctly positioned on the sides of his jersey so it will be seen easily by the Spotters or in the Photos. Call up the next group of riders. Keep the event moving on the correct time schedule. At least 3 starters (one and two assistants) are needed for each event. Each should have a stopwatch as well as the timers.

**SWEEP VEHICLE** or rider- Can be a driver or cyclist who follows the last rider to be sure everyone knows that all are back safely and that marshals etc. may leave their stations.

**PHOTOGRAPHERS-** Take pictures of the entire event especially of close finishes as an additional cross check for accurate results. Also for pix for The Spokin' Word, advertising purposes, to give to participants and volunteers etc.

**RUNNERS-** Quickly carry race results from Recorders to Computer Operators, to race Officials, to the Pavilion for posting etc.

**PODIUM GIRLS** - Assist with the Medal Ceremonies at the end of each days' races. Award medals. Congratulate winners. We will award a 4<sup>th</sup> place ribbon and Bronze, Silver and Gold Medals. Needed by 1:00 PM each day and will finish around 3 PM.

**PEOPLE TO SET UP** tents, canopies, tables and chairs - Needed very early each day. Around 6 AM. Assist Event Chairmen to set up everything. Need to be able to lift and carry.

**TEE-SHIRT DISTRIBUTER**- Arrange shirts by size and hand out to volunteers and participants. Arrive at Pavilion at by 7 AM. Check off on a roster as people pick them up.

**CAR or MOTORCYCLE LEAD**- In the Road Races, leads out the 50-54 Men's group. Stays in front of them the entire race. Is the notification that the first group is coming closely behind. Alerts all the marshals, spotters, timers and recorders by his presence that the first sprint is coming.

**COMPUTER OPERATORS**- Set up computers with our programs and enter and compute race results.