

Canadian Birkebeiner Society - Bikenbender Off-Road Cycle Race - September 14, 2024.

List of Volunteer Roles (Jobs) and Volunteer Captains

Job	ReportsTo	Description
01. Race Director	CBS Board	The individual who envisions the Event, does the paperwork, convinces the naysayers, and ropes in the supports to have a cool and FANTASTIC Event. Time Commitment, don't ASK!.
10. Chief of Course	01. Race Director	Preparing, maintaining, and then dismantling the course. Work with the Race Director and Safety Officer to ensure a safe event for the participants. Time commitment is ~8 hours before the event and 8-10 hours Race Day; see shift details.
11. Chief of Timing	01. Race Director	Design, setup and collect data from Zone4 timing system so results are known by the end of the event. Manage timing volunteers, troubleshooting equipment and technical issues. Ensure all equipment is returned in good order to Zone4. Time commitment is ~8 hours before the event and 8-10 hours Race Day; see shift details.
12. Chief of Safety	01. Race Director	Planning for Course Safety volunteers. Working with the Race Director and Chief of Course to identify problem areas requiring dedicated monitoring. Recruit, train, support, and debrief the Course Safety Volunteers. Develop race Safety and Emergency Response Plans. Ensure compliance with Canadian Birkebeiner Safety standards. Time commitment is ~8 hours before the event and 6-8 hours Race Day; see shift details.
13. Chief of Food	01. Race Director	The most welcome and anticipated Chief for Riders and Volunteers. Collect meals from Sherwood Park and then arrange for their distribution either at the end of course (for riders) or in the field (for volunteers). Time commitment is ~6 hours, race day; see shift details.
14. Chief of Registration	01. Race Director	Before race day, set up registration in Zone4.ca. Monitor registrations and work with Zone4.ca as required. Manage any problems registrants are having and for the intractable challenges, escalation to the Race Director. Good organizational and computer skills are needed as well as a customer service focus. Organize package creation and pick up. Time commitment is ~10 hours in the weeks leading up to the race, ~2-4 hours organize Rider information for package pick up.
15. Chief of Race Office	01. Race Director	Race day, you are the Go-To person. It may be as simple as distributing the last of the race packages or as complex as managing rider concerns. For the intractable challenges, escalation to the Race Director. Good organizational and computer skills are needed as well as a customer service focus. Time commitment is ~2-3 hours pre-event, 6-8 hours race day; see shift details.
16. Chief-Marketing	01. Race Director	Prior to the event, plan, develop, implement, and evaluate a marketing campaign to promote the Event. This will use multiple mediums such as posters, social media, advertising, and talking to potential Riders and Volunteers.
21. Course set up	10. Chief of Course	Set out directional signs and marking materials along the course prior to Race Day. Identify new hazards or other safety concerns, interact with the public and positively explain the event. Time commitment is ~6-10 hours the day before and Race Day; see shift details.
22. Package Pick Up	14. Chief of Registration	The first volunteer the races will meet the Thursday before Race Day at the Sherwood Park Mud, Sweat and Gears store. There, volunteers hand out race packages (including the Zone4-Timing Chip). Provide instructions and 'strongly encourage' riders to read the instruction sheet in the race package. Demonstrate how to mount the race number and timing chip. Deal with rider concerns, or forward concerns to Race Director. Time commitment is ~2-4 hours, Thursday before race day; see shift details.
23. Course Pre-Rider	10. Chief of Course	Pre-riding the course before the Race to confirm signage is in place, identifying new hazards or other safety concerns, interacting with the public and positively explaining the event. This is done by following the Race map for a section of the course. Testing timing loops. Time commitment is ~2-4 hours prior to the start of the race, early Saturday morning.; see shift details.

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24. Parking - Lead	01.Race Director	Parking is limited and this volunteer will figure out how to safely fit the maximum cars in the space available by designing the optimal parking system for the event. Marked out prior to the event, the plan must maintain fire lanes, emergency entrances and exits and path for truck with trailer to circle through. Coordinate parking volunteers - before event and on day of event. Time commitment is ~1-2 hours pre-event, 2-4 hours race day; see shift details.
25. Parking - Assistants	24. Parking - Lead	The first person everyone meets on Race Day. Under the direction of the Parking Lead, safely shoehorn in riders to designated spots. Answer basic information questions and maintain a calm and friendly disposition. Time commitment is ~2-4 hours, race day; see shift details.
26. Site - Set-up	01.Race Director	Create the site at the Blackfoot Lake staging area a few days before the Event. This includes the race office, the start/finish, and refreshments areas. Time commitment is ~6-8 hours before the event; see shift details.
27. ATV Driver	01.Race Director	Safely and responsibly operating side-by-side (SBS) all-terrain vehicle (ATV) in the recreational area. Monitor communications and support the race by delivering people and material to where they are needed. Bombing around (I mean, responsibly operating) the ATV is needed before, during, and after the event. Time commitment (across all shifts) is ~6-8 hours pre-Event, ~6-8 hours during the Event, and ~2-4 hours after the Event; see shift details.
28. Course Sweep	10. Chief of Course	Ensure all riders are accounted for and off the course at the end of the event. Like the course marshal, the friendly face for lost, confused, or injured riders. Interact with members of the public using the trails concurrently. Time commitment is ~2-4 hours Race Day; see shift details.
31. Aid Station	01.Race Director	Riders pass by the aid stations, with some stopping for water or nutrition. This role provides a welcoming presence, be enthusiastic, and keeps an eye out for those who are struggling or may need medical attention; these are refer to the first aider. Time commitment is ~5 hours, race day; see shift details.
32. Course Marshal	01.Race Director	The friendly face for lost, confused, or injured riders. The sterner face for those not playing by the rules. Interact with members of the public using the trails concurrently, diffusing negative interactions and developing positive perceptions of the event. Working with equestrians using the trails and ensuring there is fair and safe sharing of the trails. Time commitment is ~6 hours Race Day; see shift details.
33. First Aid-Central	01.Race Director	Emergency First Aid Provider -Central Aid Station. Located at the Central Staging Area aid station, this is a triage point for injured individuals to come to or from where first aid services are dispatched from to other locations on the course as needed. First aid certifications required for this role. Time commitment is ~6 hours Race Day plus a pre-event orientation for First Aiders; see shift details.
34. First Aid-Mobile	01.Race Director	Emergency Mobile First Aid Provider. Riding in the ATV, following the riders, and/or travel to locations as needed to administer first aid. First aid certifications required for this role. Time commitment is ~6 hours Race Day plus a pre-event orientation for First Aiders; see shift details.
35. Captain - Central	01.Race Director	Reporting to the Race Director, the eyes, ears, and the voice of the event at the Central Staging satellite location. Coordinate and monitor the volunteers working in locations such as Marshals, aid station, first aiders, etc. Set up the station including the timing loops and services. Support emergency services during the event and ensure good customer service is provided to the Riders. Tear down the station, returning it to its original rustic state. Time commitment is ~2-4 hours before the event, ~6 hours for the event, and ~1-2 hours after the event; see shift details.

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41. Timing-Hand Out	11. Chief of Timing	Greet riders race morning when they collect their timing chips from the race office. The Riders will be pumped by being friendly, efficient, and where to attach their timing chip and race number. Time commitment is ~2-3 hours, early in the morning. see shift details.
42. Timing-Assistant	11. Chief of Timing	Keep the Chief of Timing sane in the face of a flurry of riders. This includes operating back up timing systems and troubleshooting problems. Ideally, you have an interest in electronic timing and computer technology as well as good customer service for when things go wrong. Verify (again!) the timing chips are operating correctly. Time commitment is ~2-4 hours, during the event; see shift details.
43. Back Up Timer	11. Chief of Timing	Bring a buddy for this role. One person is the spotter, calling out the Rider race number to the other person who will enters the information into a provided cell phone. Why Back-up timing? Because Murphy sometimes pays us a visit! Time commitment is ~5 hours, during the event; see shift details.
44. Timing-Collect	11. Chief of Timing	Collect the timing chips from the riders immediately after they finish the race. Organized and confirm all are returned (and so the Birkie is not charged for lost chips). Only allow riders to exit the area once they have surrendered their chip. Missing chips are communicated to Race Office. Time commitment is ~2-4 hours, after the event; see shift details.
51. Course Teardown	01.Race Director	Return the course (but not the Start/Finish area) back to its rustic beauty! Plan for the site's dismantling, organize other volunteers to assist with this (such as the ATV driver). Review the route and sign off Tear Down. Time commitment is ~2-4 hours, race day; see shift details.
52. Site - Clean-up	01.Race Director	underappreciated volunteers. Disassembling the race site, organizing materials for loading, and disposal/storage away from the site.
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