

Volunteer Handbook



DISCOVER THE BENEFITS & VALUE OF VOLUNTEERING

Volunteering allows you to make a positive impact in your community. It's an opportunity to make a difference, learn new skills, and connect with like-minded individuals.

Volunteering is a powerful way to show compassion, empathy, and kindness, and it can bring joy and fulfillment.



SWEEPING

DEFINITION

The sweepers play an important role in the success of our events. In this role, you provide essential support on the race track and ensure the event runs smoothly. This role is largely viewed as the most fun volunteering position.

ROLE & RESPONSIBILITIES

- Assist race participants in challenging areas, experiencing mechanical issues, etc.
- Providing support for injured race participants until medical support arrives.
- Reporting infractions and misconduct to the race officials or to the timing & scoring table. (Race number & description of infraction)
- Completing a final lap after each class race has concluded to ensure the course is clear and no participants are left stranded or in distress.

ADDITIONAL INFORMATION

You will be provided with the following:

- Jersey and/or safety vest, radios
- Tape/tools for fixing broken tape or stakes

We recommend you bring a backpack for water and tools.



GATE KEEPING

DEFINITION

As the first human contact for all attendees, your primary responsibility is to ensure anyone who enters the site signs a waiver, guide them to the parking area and instruct race participants to make their way to the registration table.

ROLE & RESPONSIBILITIES

- Ensure every attendee signs the waiver. Parents must sign for underage children.
- Starting at 7am and ending at approximately 1pm.
- Providing a warm greeting to all attendees and welcoming them to our event.

ADDITIONAL INFORMATION

You will be provided with the following:

- Clipboard, pen, waiver, tent

We recommend you bring the following:

- Chair/camping chair
- Music
- Food & Drinks (cooler)



FLAGGING

DEFINITION

This position is essential to assist our timing and scoring volunteers as well as keeping a safe area for everyone around. The ideal candidate should be able to have a loud voice to call out the race number of approaching race participants.

ROLE & RESPONSIBILITIES

- Calling out the race number of approaching participants to the Timing & Scoring table.
- Enforcing full stop at the timing and scoring (or near full stop if cleared by Timing & Scoring).
- Controlling race participants in no-passing zone (marked by cones) by ensuring nobody is stopped in the area, there is no passing and moving race participants through Timing & Scoring one at a time.

ADDITIONAL INFORMATION

You will be provided with the following:

- Yellow flag (for laps) and a checkered flag (for final lap).
- Tent (if available)

We recommend you bring water and a camping chair.



TIMING AND SCORING

DEFINITION

This position requires focus, teamwork, good penmanship and strong organizational skills. This role is performed in a busy environment where accuracy is of utmost importance.

ROLE & RESPONSIBILITIES

- Marking time on scoring sheets for appropriate race participants for assigned race class.
- Work collaboratively (typically 6 volunteers) to allow colleagues to provide number and time while the other scan the sheets and and mark time.
- For large classes, you may need to split the scoring sheets with other colleagues to lighten the task.
- Managing your stop watch to keep track of lap time, race time and share with the flagger when a checkered flag is appropriate for the race class.

ADDITIONAL INFORMATION

We recommend individuals with a good vision to see the number of approaching race participants. We recommend you bring a chair, water and snacks.



REGISTRATION

DEFINITION

Your primary responsibility includes taking attendance of race participants, confirming their racing number, providing them with the corresponding coloured tape for their class.

ROLE & RESPONSIBILITIES

- Take attendance by placing a check mark next to the racer for each class against the registration sheets.
- Confirming the racing number on sheet and motorcycle matches. If not, instruct the rider to update the number on their motorcycle.
- Provide coloured tape for each class, one for the front plate and one for the back of the helmet. Proper colours for each class will be identified on the registration sheets.

ADDITIONAL INFORMATION

You will be provided with the following:

- Registration sheets, pen, coloured tape, scissors
- Table, tent

We recommend you bring the following:

- Chair/camp chair
- Food & Drinks (cooler)



OTHER VOLUNTEERING OPPORTUNITIES

There are a number of other essential volunteering opportunities that helps our organization deliver a quality event for all attendants. We strongly rely on our members, participants, spectators and anyone who would like to donate their time to be able to hold these events. Here are a few additional roles:

TRACK PREP

Before every race, we need support to help prepare the track to configure the course. Here are some of the associated tasks:

- Installing tape, markers and stakes.
- Removing dead fall, cutting branches in the way, etc.
- Cutting tall grass and small saplings
- Requires the use of tools such as chainsaw, weed whackers, loopers, etc.

CAMP FEE COLLECTOR

For events where camping is allowed, fees must be collected from those who camped and remitted to a member of the NBDRA Board of Directors.

- Collect fees from all campers
- Remit to NBDRA Board of Directors.



PARKING ATTENDANT

Parking attendant can direct attendees to the designated parking areas.

- Directing traffic to park in such a way to leave as much room as possible for all attendants.
- Ensure nobody is parking in restricted areas.

START/FINISH AREA ATTENDANT

This role is mainly to ensure all our other volunteers are well support. This role would include tasks such as:

- Refuelling generator(s)
- Fixing any issues in the Start/Finish area.
- Repair broken tape
- Re-stake loose stakes
- etc.