



Cherry Roubaix Volunteer Handbook

Board of Directors:

- Bob McLain – Race Director
- John Sohacki – Event Director
- Jean Peters – Technical Director
- Tim Barrons – Media Director

Thank you for the opportunity to meet you and especially for your generous commitment of time, skills and knowledge. Please join us in promoting a fun, healthy, family-oriented event featuring race opportunities for novices, weekend warriors and pros.

What's in a name?

The name Cherry-Roubaix pays homage to a classic single-day professional bicycle road race that takes place in northern France. The Paris-Roubaix is one of the oldest cycling races in the world and is considered a European classic. The Paris-Roubaix is famous for rough terrain and cobblestone streets. Similarly the Cherry-Roubaix Criterium includes a short section of brick cobblestones on 7th street in Old Town, Traverse City.

The Events:

- **Downtown Sprints:**

These drag race style (400 meter) sprints course are on Cass Street, with the start at State Street and the finish at Front Street. The street *will be closed* at all times during the race. *The Sprint Coordinators (Shane and Tim) and Course Marshal Coordinator (Todd) will meet with all Sprint Course Volunteers on Friday at 5:30 pm in the Omelette Shop parking lot to review the plan and duties.*

- **Criterium Race:**

The Crit course is in Old Town. The race course and the roads and alleys on the course, *are closed* at all times. The residents who live on the course have been notified and consented to the road closures. However, you will need to inform drivers, if they try to enter the course. The only traffic on the course will be the pace car, racers and emergency vehicles. The Course Marshal Coordinator and course support crew will be on bikes, checking in with you periodically and giving you bathroom breaks, water, food, etc. *Please report to your designated post and the course marshal coordinator and crew will check-in with you to review duties and distribute course flags.*

- **Road Race:**

The Road Race course is a 15 mile lap that starts and finishes in Cedar. The course *will not be closed* to vehicle traffic. In Cedar, the traffic will be re-routed on a portion of the course, but this does not mean that section is closed to residents who are trying to get to their homes or businesses. Residents who live on the course have been notified and consented to the race and asked to stay off the course as much as possible. They have been asked to stay to the far right of the road and to stop if racers are coming through. Your job is to make decisions, based on safety, as to when traffic can cross or drive on the course. The Course Marshal Coordinator and course support crew will be in vehicles, checking in with you periodically and giving you bathroom breaks, water, food, etc. *Please report to your designated post and the course marshal coordinator and crew will check-in with you to review duties and distribute course flags.*

Volunteer Liability Form:

All volunteers must sign a USA Cycling Liability Form before they begin work as a volunteer. All volunteers must be at least 18 years of age at the onset of volunteerism, which includes any pre-event day activities such as meetings or course construction. If a volunteer is less than 18 years old and 12 or older, they may have their rightful parent or guardian sign the liability waiver. *Volunteer forms are available at the Reception Desk at Hagerty Insurance on Cass Street, at the registration areas during the Friday Sprints and Saturday crit. The form has also been emailed to all volunteers.*

Event Coordinators:

1. Sprints – Shane Wyatt and Tim Barrons
2. Charity Ride – Irma Brownley (231) 642-0021 and Denise Timm
3. Course Marshals – Todd Vigland (231) 409-6142
4. Registration –Meagan McLain (231) 357-9733
5. Kids Race –Beth Adcock (517) 420-5362
6. Awards & Payout – Kim Dittmar (231) 357-7866
7. VIP Areas – Kris McLain (231) 357-2647, Margaret Morse and Chris Olson
8. Course Set Up and Tear Down – Karl Rylands (231) 883-9221 and Dave Heim (231) 409-5074
9. Sponsor Signs – Jack Metz (231) 590-7329
10. Volunteers – Susan Vigland (231) 409-4438
11. Caravan, SAG & Medical Teams – Fred Schaafsma (231) 642-7957

What to Wear/Bring:

Races go on, rain or shine! If you have volunteered for the Cherry Roubaix in past years, please wear your **RED** volunteer t-shirt. If not, please wear a **RED** t-shirt. Also wear your **RED** volunteer baseball hat. Dress in layers – it's Michigan!

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| 1. Sunscreen and lip balm | 7. Course maps |
| 2. Sunglasses | 8. Comfortable footwear |
| 3. Water | 9. Lawn chair (to rest between races) |
| 4. Healthy snacks | 10. Cell Phone |
| 5. Rain gear with hood | 11. Watch |
| 6. Gloves (work style) | 12. Broom/trash bag |

Accidents or Medical Emergencies:

In case of an accident or medical emergency, please follow this procedure (all course volunteers will have this information on a card as well). **Medical Team Leader:** Mark Baranski (231) 357-0082

1. Do not move an injured person.
2. Call Mark Baranski, Medical Team Leader
3. State the location of the accident
4. Give your name and where you are in relation to the accident
5. State the nature of the accident, i.e. cyclist, spectator, number of people injured, best estimate of injuries
6. Mark will make the determination on whether to call 911 and/or have the race medical team respond.
7. Follow Mark's instructions.
8. If you are unable to contact Mark due to poor cell phone coverage, call 911.

Course Marshals:

Course marshals are imperative to the safety of pedestrians, motorists, staff and riders. Course marshals must be enthusiastic, informative and communicate clearly and directly with others. You need to react quickly and calmly to any problem. You need to work well with others, as this is a team effort. You are an ambassador of the Cherry-Roubaix Event and need to know all kinds of information about the race. You will be asked about bathrooms, race times, how fast the racers are going, length of course, how much time you have between riders, pace cars, etc. However, your main goal is to provide a safe race!

Course Marshal Duties:

- **Flags:** Each course post will have one flag. One marshal needs to use the flag at all time. Flags are extremely helpful to the racers. The course may seem obvious, but when racers are riding fast, tired, etc., the visual cue of the flag is critical. When you see a racer coming, raise your flag in the air. This helps the racers to see the course and the next course marshal to know that racers are coming. This should look like "the wave" at a football game. After the racers pass, lower your flag. If you are on a corner, point your flag in the direction that the racers need to go.
- **Hazards:** Remember, your role is to watch for hazards. When the racers and pace car are coming, you need to watch for hazards, not the racers, per se. Stand behind the fencing and use your flag as instructed.
- **Think like a Cyclist:** As you are walking toward your post, begin to think like a cyclist. Use your eyes to spot hazards and remove them if you can. Look for water bottles, zip ties, paper, sticks, boards, garbage, or anything sticking out into the path of the rider. Remember when Lance's handlebars got hooked on a lady's purse...law of attraction, even for the great one.
- **Corners:** Course turns are a big gathering point because spectators have two views. This area has the most potential for accidents/crashes. You need to warn them of this hazard and stay out of the apex and wide turn yourself. You will be both security and marshal; if you need help you must inform the Course Marshal Coordinator.

- **Crashes:** Gravel is especially dangerous, especially at corners. Use your broom to remove gravel so racers don't skid and crash. If there is a crash, wave the flag as a warning to other traffic. Do not interfere unless the rider does not move or does not get up. Stay calm. There is law enforcement nearby, but if you feel it warrants your attention – then at your own risk – move in front of the hurt person and signal traffic away. Try to get the bike(s) out of the way but do not move the person. Report all crashes to the Medical Director. Also notify the Course Marshal Coordinator, as a rider may get up and ride when they should not.
- **Spectators:** When you see a safety problem with a spectator, please talk with them. Always with a please and a smile and in a calm manner; many have never seen a bike race – much less a criterium race where the racers get faster and faster and where crashes are more common than in a road race. Let them know that their behavior is a safety issue, without spoiling their fun.
- **Crossing the Course:** Stay alert to spectators crossing the race course. Let them know when it is safe to cross.
- **The Law of Attraction:** If someone or something is in the road a rider will have a tendency to move toward it. So even if the road is 90% clear – the odds are the moving object will veer toward the object.
- **Shift Changes:** At shift changes, ask the previous Marshal for tips or things to look out for, or pass your information to whoever is your relief. Be aware you may not have a bathroom close by. Please do not leave your post without a replacement.

Please be on time and use common sense. If you have a question – ask! Have fun and enjoy your work. As volunteers, you are the most important aspect of the race. We could not do it without you!

Thank you!