

Cherry-Roubaix Volunteer Handbook
Cherry-Roubaix Event Management
Race Director: Bob McLain
Co-Directors: John Sohacki, Jean Peters, Tim Barrons

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. These races will show you the true grit and determination it takes to win!

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.

New Downtown Sprints:

This year, we've added sprint races on Friday evening during Friday Night Live. These drag race style (200 meter) sprints are part of the new Third Coast Bicycle Festival in Traverse City. Cherry-Roubaix is proud to participate in this week long cycling celebration. The Sprints are not USAC sanctioned, so anyone can participate.

New Cherry-Roubaix Charity Ride:

This non-competitive community event will add to the fun. The Charity Ride benefits the Munson Women's Cancer Fund and is a friendly ride on Old Mission Peninsula for both new and experienced cyclists. The ride offers SAG support, great food stops and a chance for every registrant to win a new bike. The ride rolls out from the Park Place Hotel at 8:30am on Saturday morning and returns these "warriors" back in time for the bike raffle and Criterium races.

Please Note:

All volunteers must sign a liability waiver 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 Areas:

1. **Medical Team Leaders:**
 - **Polly Gray: (231)624-1640**
 - **Larry Gray: (231) 218-9394**

2. Course Marshals – Coordinator, Todd Vigland (231) 409-6142

- a. Course/Corner Captains
- b. Course Marshals
- c. Designated Crossing Areas/Parking/Security
- d. Course Support Crew

3. Registration – Coordinator, Meagan McLain (231) 357-9733

- a. Pre-Registered – Fast Track
- b. Day-of Registration
- c. Runner for Results
- e. Waivers

4. Kids Race – Coordinator, Beth Adcock (517) 420-5362

- a. Registration/Awards
- b. Start/Finish
- c. Helpers

5. Awards/Stage/Recognition Coordinator – Director, Kim Dittmar (231) 357-7866

- a. Flowers, Champaign, look of the podium
- b. Stage and Ceremony coordination
- c. Recognition Celebration
- d. Work with announcers/get results
- e. Distribute checks for primes and race winners
- f. Pay out

6. VIP Area – Coordinator, Karla Shields

- a. Host/Hostess
- b. Food/Beverages

7. Course Set Up and Tear Down – Coordinator, Karl Rylands (231) 883-9221 and Dave Heim (231) 409-5074

- a. Crit Course Set-up, Friday, 9 am – noon
- b. Sprint Course Set-up, Friday noon – 5 pm
- c. Sprint Course Tear-down, 8-9 pm
- d. Crit Course Set-up, Friday, 5-10 pm
- e. Crit Course Set-up, Saturday 7-11 am
- f. Crit Course Tear-down, Saturday, 7:30-10:30 pm
- g. Road Race Course Set-up, Saturday, 7:30-10:30 pm
- h. Road Race Tear-down, Sunday, 2-4 pm

8. Volunteers – Coordinator, Susan Vigland (231) 409-4438

- a. Volunteer Registration (t-shirts and waivers)
- b. T-shirt and Pint Sales

9. Charity Ride – Coordinator, Marcia Lambert (231) 499-1854

a. Event and Volunteer Coordination

Course Volunteers:

Course marshals are imperative to the safety of pedestrians, motorists, staff and riders. Course volunteers 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!

Downtown Sprints:

The Sprints are a new event at the Cherry Roubaix this year. The course is 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 Course Marshal Coordinator will check in with you periodically for bathroom breaks, water, snacks, etc.

Criterion Race:

In a criterium race, 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. 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 will check in with you periodically for bathroom breaks, water, snacks, etc.

Road Race:

The Road Race course **will not be closed** to vehicle traffic. Residents who live on the course have been notified about the race and asked to stay off the course as much as possible. Your job is to make decisions, based on safety, as to when traffic can cross or drive on the course. The Course Marshal Coordinator will check in with you periodically for bathroom breaks, water, snacks, etc.

Charity Ride:

There will be a few course marshals for the Charity Ride. The roads will not be closed, so if you are a course marshal please attend the road marshal training scheduled for the road race course marshals.

Course Marshal Duties:

- **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 yourself and do not wave the flag (if you have one) in the face or in front of the racers.

- **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 racer; including feet of photographers, signs, umbrellas, and other weird items. Remember when Lance's handlebars got hooked on a lady's purse (law of attraction, even for the great one).
- **Crashes:** Gravel is especially dangerous, especially at corners. Use your broom to remove gravel so riders don't skid and crash. If there is a crash, wave the flag and blow the whistle as a warning to other riders. 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 Course Director, as a rider may get up and ride when they should not.
- **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.
- **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.
- **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 spectators of this hazard and stay out of the apex of the turn. You will act as both security control and a course marshal; if you need help you must inform the Marshal Coordinator.
- **Crossing Guards:** It is especially important for you remain alert. It is easy to get complacent as the crowd begins to understand the flux and flow of a race. You will find that there are many people who cross often and you think that they know what they are doing. Always maintain control of the crossing. People will get less cautious as they imbibe or think they know what they are doing. The only ones that can enter the course at any time are officials, the race director, emergency personnel and key staff.

Rules for Safety:

Eyes on the crowd and knowledge of the where the riders are – even a lone rider. This includes pace cars and VIP cars.

- **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.
- **Whistles:** The chief official will decide on the use of whistles for each race. If you are asked to use them, please warn bystanders the first time you use your whistle, as they are loud. You are expected to blow your whistle with fervor every time the pace car or riders appear. You should be able to hear a “domino effect” of whistles around the course.
- **Flags:** Raise your flag and wave gently (this is not the Indy 500 start). This alerts the next marshal by site that racers are coming. A little more vigorous waving means a big group, a slight wave means a few riders, or riders who are lapped. Please don't put your flag on the ground. It takes only a few seconds to turn a potential problem into disaster.

What to Wear/Bring:

Races go on, rain or shine! Please wear your volunteer t-shirt and dress in layers.

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

Be on time. Use common sense. If you have a question – ask! Have fun and enjoy your work. You are the most important aspect of the race. We could not do it without you!

Thank you!