



VOLUNTEER HANDBOOK

EDMONTON MOTORCYCLE ROADRACING ASSOCIATION



TABLE OF CONTENTS

1	Introduction.....	2
2	Corner Worker Preparation.....	2
3	Corner Station Checklist	3
4	Division of Duty.....	3
4.1	Staffing and Responsibility	3
4.2	The Corner Captain	3
4.3	The Runner	4
4.4	The Flagger	4
4.5	The Gate Captain/Crash Truck	4
4.6	The Grid Marshals	4
5	Roadracing Flags and Flagging.....	5
5.1	Purpose.....	5
5.2	Area of Responsibility, Location, and Flagging.....	5
5.3	Roadracing Flags.....	6
6	Radio Operations and Communications.....	7
6.1	Communication Guidelines	7
6.2	Incident Call-In	8
6.3	Response to Incidents	9
6.4	Hand signals	10
6.5	How to Make Calls Over the Radio	10
7	Safety.....	10
7.1	General Safety Guidelines	10



1 INTRODUCTION

Volunteers are part of an exceptional group of people who share an intense enthusiasm for the sport of motorcycle roadracing and who contribute to club racing through an exciting, challenging job that is both fun and rewarding. There are many different positions to choose from, including Corner Captain, Flagger, Grid Marshal, and more. Regardless, we volunteer for two reasons: to make racing as safe and smooth as possible, and to HAVE FUN!! Without YOU, our volunteers, racing would not be possible!

2 CORNER WORKER PREPARATION

Below is a list of recommendations that you should follow to help keep you safe and comfortable while volunteering. Racing is on rain or shine!

Clothing

- Wear white if possible. Black is acceptable. Do NOT wear red, yellow, or orange shirts or jackets (including rain gear).
- Warm clothes and rain gear.
- Comfortable, closed-toe shoes. Sandals are NOT ALLOWED.
- Hat or cap to protect your head from the sun.
- Sunglasses.
- Leather gloves to protect your hands from hot bike parts.

Supplies

- Lawn chair to relax in between sessions (volunteers should NOT be sitting while bikes are on track).
- Sunscreen and bug spray (supplied by the EMRA).
- Fluids for hydration (supplied by the EMRA).
- Snacks (lunch supplied by the EMRA).
- Cameras and other electronic devices (except communication radios) are NOT ALLOWED. We need your full attention to be on the track.



3 CORNER STATION CHECKLIST

At the beginning of each day, the following checklist is to be reviewed with any discrepancies reported to Race Control as soon as possible:

1. Operational check of communications radio.
2. Ensure the corner station has all of the following:
 - a. A properly charged fire extinguisher.
 - b. A broom.
 - c. Yellow flag, Red flag, Red & Yellow striped (Adhesion) flag, Black flag.
 - d. Sunscreen and bug spray.
 - e. Water and ice in cooler.
3. Inspect the course for debris (e.g. oil, mud, water, gravel, sand, and any other debris). Sweep if needed.
4. Review emergency procedures: who, what, where, and how [*refer to [page 9](#)*]. This will be covered at the Volunteer Meeting at each event.
5. Review hand signals and their meaning with other corner workers [*refer to [page 10](#)*].
6. Review the proper operation of the fire extinguisher with all workers assigned to the station.

4 DIVISION OF DUTY

4.1 STAFFING AND RESPONSIBILITY

All corner stations shall be staffed with at least two marshals, including the Corner Captain and at least one Runner. This will allow for a separate captain and flagger. All corner workers respond and report to Race Control.

4.2 THE CORNER CAPTAIN

This is usually the most experienced corner crew member assigned to the turn, having overall responsibility for the crew and operation of the corner. The Corner Captain operates the radio and acts as the Runner when short on corner workers. The Corner Captain communicates any incidents, debris, or changing track and weather conditions to Race Control. The Corner Captain will instruct and assist the crew during a response to an incident. The Corner Captain may request to stop a race in the event of an injured rider, or when the track surface has been dangerously compromised by oil, debris, or obstruction [*refer to [page 7](#)*].



4.3 THE RUNNER

The Runner has possession of all corner flags, including the Yellow flag, Red flag, Red & Yellow striped (Adhesion) flag, Black flag, and sometimes the Checkered Flag [refer to [page 6](#)]. The Runner should keep the Red flag and Yellow flag out of sight at all times, and shall immediately display the waving Yellow flag when an incident occurs, or when directed to do so by Race Control.

This corner worker will attend a downed rider/bike if needed and when directed to do so. The Runner MUST NOT enter the track or an impact zone to assist a downed rider or to move a downed bike until the on-track traffic is under control, and it is safe to do so. Once the session is stopped or has ended, the Runner will assist in moving or loading bikes, and is responsible for inspecting and cleaning the incident site of oil, gas, or debris as necessary. The Runner may use hand signals directed at the Corner Captain to request an ambulance or request a bike pick up [refer to [page 10](#)]. When responding to a crash, the Runner should always take the fire extinguisher. Debris and downed bikes should be cleared as quickly as possible.

4.4 THE FLAGGER

The Flagger has experience in volunteering and knowledge of the roadracing flags [refer to [page 6](#)] and procedures. The Flagger is responsible for waving the appropriate flags during a race (NOT INCLUDING THE RED FLAG) with limited guidance from Race Control. The Flagger should be able to track the progression of a race successfully and is responsible for knowing the number of laps for each race. Just like all other positions, the Flagger responds and reports to Race Control. The Flagger is stationed in the tower.

4.5 THE GATE CAPTAIN/CRASH TRUCK

This is usually the most experienced corner crew member assigned to the turn, having the same overall responsibilities as the Corner Captain [refer to [page 3](#)]. In addition, the Gate Captain is responsible for releasing riders on track, blowing the air horn (this may be assigned to a Runner), and coordinating racers by means of a numbering board indicating the grid positions of the racers. The Gate Captain or an assigned Runner will be responsible for driving the crash truck on track to pick up crashed or otherwise immobilized bikes. This requires good driving ability with a trailer, and ability to help load a downed motorcycle onto the crash truck trailer.

4.6 THE GRID MARSHALS

The Grid Marshals will be working as a team under the guidance of an experienced volunteer who helps direct racers to their grid positions and ensure that racers have been gridded correctly prior to the start of a race. One member will be responsible for running the signaling start light.



5 ROADRACING FLAGS AND FLAGGING

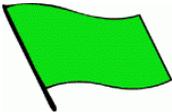
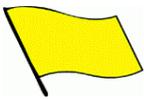
5.1 PURPOSE

Flags are used to show the track status and convey specific commands to the competitors from Race Control. The purpose of flagging is to warn riders of a hazardous situation on or near the track surface, protect downed riders, signal the end or stoppage of a race, and communicate to riders to exit the track in the event of mechanical or misconduct issues. The flags are the rider's primary source of information and is the only means of communicating with the riders on track.

5.2 AREA OF RESPONSIBILITY, LOCATION, AND FLAGGING

- The 'Area of Responsibility' for flagging starts at the corner station displaying the flag and continues down track to the next flag station.
- Should an incident occur before the flag station, it is not appropriate to flag the incident. Only incidents occurring in the 'Area of Responsibility' should be flagged. The flag station may, however, be responsible for providing assistance to the rider if it the nearest to the incident.
- The position of the flag person should not be relocated during the race or practice session, unless instructed to do so by Race Control.
- Do NOT abandon your flag station while motorcycles are on course.
- Always remain standing at the ready while motorcycles are on course.
- Keep the Yellow flag ready for use, tucked under your arm, out of the rider's sight.
- Store all other flags in a convenient location out of the rider's sight.
- All flags are called by Race Control ONLY, with the exception of the waving Yellow flag in case of an incident.
- If a major incident has occurred or track conditions have become hazardous, the Corner Captain may make a request to Race Control that the race be stopped. The Corner Captain shall immediately inform Race Control of the situation. Race Control may request more information or consult with other officials prior to making the final judgement. Race Control is the ONLY person authorized to give the Red flag command.

5.3 ROADRACING FLAGS

Green		Clear track conditions.
Checkered		Indicates the end of the race or practice session.
Red		Displayed immediately ONLY on instruction from Race Control. Indicates that a race has been stopped. Riders are to reduce speed and proceed safely to the nearest corner station for further instruction.
Black		Indicates a mechanical problem or rider misconduct. Used to signal to a rider to reduce speed and stop at the first safe location off the racecourse. The flag will be pointed at the rider and/or number board displayed with the flag indicating the rider being signaled.
Meatball		Indicates that a motorcycle is exceeding the track sound limit. The flag will be pointed at the rider and/or number board displayed with the flag indicating the rider being signaled. (Only applies to tracks with sound limits.)
Red & Yellow striped (Adhesion)		Indicates debris, fluid, or an otherwise compromised track surface. Passing is allowed. This flag is only displayed stationary. Do NOT wave this flag. Continue flag display until the track surface is cleared.
Yellow		<u>Stationary (Caution)</u> – indicates a hazard on or near the track between the flag station displaying the flag and the next flag station. May be used to indicate a slow rider is ahead. Passing is allowed. <u>Waving (Danger)</u> – indicates a serious hazard on or near the track. Passing is NOT allowed from the flag station displaying the waving yellow (this is a line perpendicular to, and crossing, the track) until the rider is beyond the incident. If a competitor is observed passing on a waving yellow flag by the corner crew, the Corner Captain shall report the infraction to Race Control.
Furled Blue & Green Crossed		Courtesy flag used by the Flagger to signal the halfway point in the event.
Blue & White		Courtesy flag used by the Flagger to indicate one lap remaining in the race.
Canadian or Provincial		Start of Race – In lieu of the Canadian/Provincial flag, races will normally be started using the track signal lighting system. In the event of a problem with the track signal lighting system, races will be started using the aforementioned flags.

****Note:** a flag demo will be held at the Riders’ Meeting prior to each event. All volunteers are required to attend the Riders’ Meeting.



6 RADIO OPERATIONS AND COMMUNICATIONS

6.1 COMMUNICATION GUIDELINES

- All on-track communications go through Race Control.
- The radio will not transmit and receive at the same time. Always listen prior to transmitting to prevent you from transmitting while another corner worker or race official is talking. Otherwise both messages will be garbled for everyone, and this wastes valuable time.
- When communicating on the radio, always remember to speak clearly and concisely. Keep messages short and simple – this will save time.
- Race Control answers incoming calls immediately. If Race Control does not respond immediately, wait a few seconds and then repeat the call.
- Sometimes the excitement of an incident can cause an adrenaline rush. No matter how serious the incident, take a breath, assess the incident, and calmly identify the location and situation of the incident. If you yell into the microphone, your message will not be understood, and valuable time will be lost. Always try to talk at a normal volume.
- Make sure you are always paying attention to your radio!! This is the only means of communication that Race Control and other flag stations have with you.
- Ensure you are not accidentally pressing the button when you are not using the radio. This cuts off the transmission from other radios.
- Keep all communications to a minimum; only transmit or request essential information while riders are on track. This keeps the network available for emergency communications.
- During a Red flag, there is to be **complete radio silence**. Only the ambulance and Race Control may communicate over the radio at this time. Race Control may request additional information from the Corner Captain at the flag station closest to the incident.
- Avoid the word 'Red' on the radio. Use the term 'Rouge' instead to refer to red coloured objects, motorcycles, or motorcycle gear/equipment.

**Note: radio etiquette will be reviewed at the Volunteer Meeting prior to each event. All volunteers are required to attend the Volunteer Meeting.



6.2 INCIDENT CALL-IN

When calling in an incident to Race Control, always be clear and concise. Use the following terms:

- 'BIKE DOWN' – used to indicate that a bike and rider have crashed.
- 'RIDER UP' or 'RIDER DOWN' – when using the term 'BIKE DOWN,' you must also update the rider status A.S.A.P.
- 'RIDE OFF' – used to indicate that a bike and rider have left the racing surface but have not crashed.
- 'BIKE ON TRACK' or 'BIKE CLEAR' – used to indicate the position of the bike and/or rider following a crash or ride-off.
- 'SLOW ROLLER' – refers to a rider with mechanical problems moving at a very slow pace. It is customary to display a stationary yellow flag from station to station following (not ahead of) the rider as they progress around the course.
- 'MECHANICAL' – rider has stopped on or adjacent to the race surface. Usually caused by problems with the bike. Check for leaking fluids on the race surface from the safety of the corner station. Motion or assist rider to move off race surface to a safe location. Ask the rider if they need the crash truck to pick them up after completion of the race or practice session.
- 'RE-ENTERED SAFELY' or 'UNSAFELY' – these terms describe a rider who is re-entering the race surface after experiencing mechanical problems or a ride-off. It is considered safe if they do not interfere with riders still in the event and on the race surface. If a rider's re-entry causes another rider to drastically change his riding line, stop abruptly, or crash, it is considered unsafe. An unsafe re-entry should be reported to Race Control; include the rider numbers involved.
- 'REQUESTING AN AMBULANCE' – this request is used when a rider has been badly injured in a crash and needs the ambulance. Do NOT use the term RED or RED FLAG.
- Number plate(s) – in addition to the above terms, you will be asked to identify a rider by the number plates at the front or side of the bike. Number plates will be red or black numbers on a white background. Use single digits when calling in numbers. (i.e. Correct: rouge one one one. Incorrect: red one eleven.)



6.3 RESPONSE TO INCIDENTS

Roadracing can be dangerous or life threatening. If you witness a serious crash or injury, please do the following:

1. Display a waving Yellow flag immediately.
2. Take a deep breath and radio the incident information immediately. The radio transmission should include the following:
 - a. Bike status (BIKE DOWN/UP)
 - b. Incident location (Corner #)
 - c. Rider status (RIDER UP/DOWN)
 - d. Bike location (BIKE ON TRACK/BIKE CLEAR)
3. Continue to monitor the incident. If one rider went down, the chances are high for another to follow.
4. Unless directed by Race Control, do NOT enter the track surface or impact zone.
5. Send the Runner to the downed rider when instructed by Race Control and when safe to do so.
 - a. Check the condition of the downed rider(s). Make sure hand signals are used to update rider status to the Corner Captain A.S.A.P.
 - b. If the rider is not moving, do NOT touch or move the rider and signal the Corner Captain to request an ambulance.
 - c. If the rider is okay, signal the Corner Captain that all is clear. Get the rider into a safe location if possible or signal to the rider to get themselves into a safe location.
 - d. Do NOT remove a downed rider's helmet. No exceptions to this rule!
 - e. Do NOT attempt to move a downed rider. No exceptions to this rule!
 - f. Do NOT transmit medical or accident-specific information over the radio unless directed by Race Control. ONLY bike numbers should be transmitted, NOT the name(s) of the rider(s).
 - g. Do NOT allow spectators, photographers, competitors, or others access to the accident site unless directed by Race Control.



6.4 HAND SIGNALS

How to signal for an Ambulance - place both hands together over your head to form an 'A.'

How to signal that a rider needs their bike picked up – hold both hands palms facing up on either side of your head, then lift hands up.

How to signal that a rider is okay – a thumbs up or other signal that does not resemble the other hand signals can be used.

6.5 HOW TO MAKE CALLS OVER THE RADIO

For non-urgent communication – First identify yourself and who you are addressing (“Corner 5 to Control”). Race Control will reply with “Go ahead.” Then briefly describe the situation at your station. This format is used when reporting any minor incidents or situations that don’t require immediate attention (e.g. small debris, bike stopped in a safe location off track, requesting more water or other supplies).

For urgent communication – hazardous situations or downed riders need to be reported immediately. Skip the formality of identifying yourself and immediately state (1) the bike status, (2) the incident location, (3) the rider status, and (4) the bike location. Give a rider the chance to collect themselves. It is most important to report the bike status and incident location. Rider status may be communicated in a second transmission when requested by Race Control.

7 SAFETY

7.1 GENERAL SAFETY GUIDELINES

- YOUR SAFETY is priority number 1. Make sure you are safe before assisting downed riders or entering the track surface.
- Do NOT enter the track surface or impact zone at any point in time, unless specifically instructed by Race Control. Do not enter until YOU feel safe to do so.
- Do NOT turn your back to oncoming traffic.
- Do NOT have your legs or other part of your person on or over any barriers or airfence blocks/hay bales. They are there to protect you and failure to follow this guideline could result in serious injury.
- Consumption of alcohol or cannabis products of any kind will NOT be tolerated.
- Monitor the track for debris from motorcycles and riders (e.g. knee pucks, nuts, bolts).



- Watch for loose or dragging parts, cables, exhaust pipes, number plates, and fairings.
- Watch for undone helmet straps, suit zippers, loose clothing, and other equipment defect on the rider.
- Watch for gravel from riders that have entered a gravel trap as they may be a safety hazard to other riders.
- Watch for leaking fluids. Try to determine if the leak is from overflow, motor, brake line, or calliper. (Is the fluid oil or water?)
- Immediately report smoking motorcycles. This alerts Race Control and other stations so they can observe and respond quickly. (Does the bike smoke on acceleration or deceleration? Is the smoke coming from the exhaust or engine area?)
- Report any of the above to Race Control with concern and bike number, as the rider may need to be taken off the track for safety reasons. If unsure, call it in so other corners can monitor the rider.
- Inspect and sweep the track for debris between (not during) races when directed by Race Control. Call in to Race Control for time available between sessions. Under NO circumstances shall anyone stop on track to pick up small, scattered debris, or to sweep the track while a session is underway.