VOLUNTEER OPPORTUNITIES

NOTE: Due to Covid-19 pandemic and Public Health restrictions on public gatherings, not all RVB opportunities below will be available. As restrictions change, more opportunities may present themselves.

SKR is a Membership Club operated by Volunteers. Our facility and our events simply could not operate without Volunteers.

SKR is fortunate to be in a very much welcomed growth phase. In addition to the regular race day activities and annual events, there are projects and tasks that are required to keep the club going and growing, resulting in many opportunities to contribute to SKR.

Here is a breakdown of some of the opportunities.

COMMITTEES: (EACH WITH A MINIMUM OF 2-3 MEMBER OPPORTUNITIES)

Grand Prix / Sask Series: Planning and coordination of the annual Grand Prix and Sask Series Race weekends. The committee will enlist help of membership as required.

Pro-Karting Experience: Planning and coordinating of Pro-Karting experience events. Contacting participants, prepare and maintain karts for scheduled, pre-booked events, set-up & take-down, day of event. Coming out to run as a pace kart driver (with own kart), acting as an ambassador; answering questions, promoting the club, our racing and our facility. Assisting attendees with suit-up, assisting organizers with rotational segments of the day. The committee will enlist help of membership as required.

Refundable Volunteer Bond: Establish Volunteer Bond process and procedures, and review process and identify opportunities for improvement. The committee will establish and define the role of Volunteer Coordinator. Once processes are established, volunteer bond operations turns over to the Volunteer Coordinator role.

Special Events: Planning and coordination of special events. Duties include coordinating and participating in special club promotion events, arranging for rentals, canteen/food truck etc. This may also fall into Grand Prix & Sask Series events and year-end banquet planning. The committee will enlist help of membership as required.

Typical events include annual promotional display booths at: Monster Truck show, Draggins car show, Saskatoon Show and Shine etc.

Sponsorship: Develop plans for soliciting, corporate and in-kind sponsorship. In addition, this committee will ensure that all sponsors are recognized and that their contributions are formally acknowledged. The committee will enlist help of membership as required.

FACILITY MAINTENANCE:

Pre-Season

Pre-Season: (1-Day work party) Annual track preparation - Water & septic startup / water heater & building thermostat function/inspect track bags / pump water from track / track cleanup / minor track surface repair / level gravel in paddock / fill in pot holes / minor repair to fences / grand-stand inspection and minor repair / fix frost heave of posts & adjust gates / organize sea cans / clubhouse cleanup / purchasing cleaning, toiletry & vermin/insect control supplies for clubhouse, washrooms & scoring tower / inspect and prep radios, PA, scoring, safety equipment fire extinguishers, eye wash, first aid kit, spill kit / setup smoking station for use / etc. inspecting for hazards around entire facility & perimeter i.e.: spectator stands are sturdy, tripping hazards removed, garbage removal, gopher hole filling & vermin control / lighting system connection & testing / pruning shrubs away from solar panels, pit entrance lane etc.

Pre-Season Equipment Maintenance: Prepare motorized equipment for first use: ride-on lawn mower, quad, 2 leaf blowers. (Fluid checks, battery installation, fuel, safety inspection, air pressure, etc.)

Pre-Season Curb Maintenance: **(1-2 Day work party)** Clean and paint all curbs Race-Season (may include concrete work)

Mow Grass: Mow grass with riding mower. Assumes mowing once every 2 weeks 15-May - 15-Sept includes 2 times for special events. Two primary locations: In-Field (inside race track), outfield (outside the race track: paddock, grandstands, road frontage, city-owned property adjacent to north facing fenceline etc.)

Trim Grass, Weed Control & Pruning: Trim the grass and weeds in areas where the lawn mower cannot get to: around tire bags, trees, flag stands, pit lane, scoring tower, sea-cans, track side fence areas, paddock, port-a-potties, clubhouse, grand stands, overflow/R.V. parking area etc. Assumes once every 2 weeks 15-May - 15-Sept includes two special events. Spraying may be required. Occasional trimming back of shrubs around back stretch & solar panels may be required

Post-Season

End of Season Maintenance: Water & septic shutdown / clean-up track bags / track cleanup / organize sea cans / clubhouse, scoring tower & port-a-pottie cleanup / inspect and prep electronics and safety equipment for storage (radios, PA, batteries, lighting, scoring, safety equipment fire extinguishers, eye wash, first aid kit, spill kit) / prep club karts for winter storage / last garbage dump & port-a-pottie clean call-out etc.

End of Season Equipment Maintenance: Prepare motorized equipment for winter storage: ride-on lawn mower, quad, 2 leaf blowers. (Fluid changes, battery removal, fuel stabilization, safety inspection and repairs, etc.) Clubhouse & sea-can equipment storage, cleaning supplies, leftover paint (freezable) items are stored in heated location. PKE karts are drained of fluids and winterized. All batteries from lighting system (flag stands) and track pumps/hoses are taken into heated storage over winter.

SPECIAL EVENTS:

Monster Truck Show: Planning, designing/setting up a booth, attending the booth during the event, sharing the virtues of SKR and the Pro Karting Experience, clean-up and take down. This often includes members bringing karts for display purposes.

Draggins Car Show: Planning, setting up a booth, attending the booth during the event, sharing the virtues of SKR and the Pro Karting Experience, clean-up and take down. This often includes members bringing karts for display purposes.

Pro Karting Experience (PKE): This is a multi-phased volunteer opportunity where interested participants and potential future members have agreed to be contacted to join SKR in the Pro Karting Experience events. The initiative is headed by a Committee but offers a wide variety of volunteer opportunities from contacting and coordinating participants and SKR members, to working on SKR karts and participating in the SKR Pro Karting Experience events. This initiative has been well regarded in the past by participants and will not disappoint all those who are willing to lend a hand.

Open House: The SKR hosted open house will be an invitation to the public to join SKR during an open practice day. This event will include a BBQ and provide participants spectators with an opportunity to liaise with the Saskatoon Karting Community. Opportunities will include planning and event day hosting activities.

Rock 102 Show and Shine Planning, setting up a booth, attending the booth during the event, clean-up and take down. This often includes members bringing karts for display purposes. This is one of the largest outdoor car shows in Saskatoon. What is better than earning a few credits surrounded by car enthusiast many of whom envy your coveted position as an SKR kart driver!

End of Season Awards Banquet: Planning for the end of season banquet, and award event. Activities include event planning & booking, obtaining meal preferences/payments, liaison with venue, draw/raffle ticket sales, purchasing of door prizes, sourcing trophies, games & activities and coordinating with the board of directors.

OPEN INVITATIONAL & PROVINCIAL INTER-CLUB RACE SERIES:

The **Grand Prix** is hands-down one of the most important events of our SKR race season. The GP will allow our club to showcase our new track surface and the absolute thrill of racing at our venue. This is a multi-club open invitational event that draws competitors from clubs all over Western Canada.

The **Sask Series** is another huge event, with competitors from both SKR & SSKC (Regina) vying for top positions in the province of Saskatchewan.

There is opportunity to contribute to pre-planning, public relations/promotion, track maintenance, event-day preparation, and race weekend hosting/directing activities for both events. All of our members get to step up as top notch Ambassadors for SKR during these events!

Both events cover 3 days: Friday: Practice Sessions, Saturday: Full Race Day & Sunday: Full Race Day

Page 3 of 6

APPROVED PROJECTS:

Curb Rebuilding: Identification of curbs that need to be replaced / removal of old curbs (done by heavy machinery) / shovel and rake earthworks to support pouring and formation of new curbs / painting of new curbs.

Asphalt patching: Work party two times a year to patch track.

Fence Maintenance and Upgrade: Work parties to install fencing on 2 separate projects: Wood post & rail installation around the perimeter of SKR. Steel segment fencing install for pit lane (replacing chain link sections)

Building a Scale Shed: Earthworks, construction, finishing (windows, doors, shingling, siding etc.). This may be supplied by sponsor (the majority of this work is complete, however there may be more jobs to be completed in the future).

Sea Can Storage Units: Conversion of sea can into storage units: cut in doors openings / install doors / welding / framing / drywall installation.

RACE DAY:		
Board Member Opportunities:		

Race Day Facility Open/Close: Board Members

Opening: Unlock main gate / Sandwich board set-up (Centennial Dr. & 9th) / Open club house, storage, scoring tower / Turn on water / Inspect grand stands for safety issues / Open Gate to Track / Lighting connections & test functionality (this last, to be performed with Race Director present) **Closing:** turn off water, lock club house, storage and tower, collection of sandwich boards at day-end.

Safety, Bylaw & Conduct Marshal *Board Member* - Ensure compliance with safety protocols (see safety checklist). Posting of Track Layout & Safety announcements on pit lane scoreboard / Final Track Inspection / Check Cones according to race day track layout / Complete the pre-race checklist to ensure that all pre-race activities are completed. Involves following up with all assigned volunteers and race official to ensure the event is ready to start. Communicates to Race Director and tower any observations of bylaw, conduct and rule infractions. *All duties performed in conjunction with Race Director/Control Tower.*

Technical Marshal *Board Member* – In collaboration with the Race Director & Board Executive, will predetermine specific, race day tech item(s) as well as kart placement (top finishers or random selection) for inspection. *All duties performed in conjunction with Race Director/Control Tower.*

Member Opportunities:

Volunteer Coordinator: Manage Volunteer lists and Posting list of tasks on pit scoreboard. Print volunteer list from volunteer https://volunteersignup.org, recruit any empty spots on race day, track the credits earned by each member.

Concession: For regular race weekends activities include: Stock fridge with beverages & snacks / manage honor float or attending serving window. Small cash float required – coordinate with club Treasurer. Maintaining kitchen facilities/serving areas for cleanliness/sanitization whenever food handling is involved.

For special events such as Grand Prix and Sask Series, opportunities may include Food Services and preparations which require pre-planning and must meet food handing requirements defined by The City of Martinsville.

Clubhouse & Washroom/Port-a-Potty Cleaning: Ensuring kitchen facilities/serving areas are clean/sanitized & free of vermin (most important to perform for race days with concession!)

Pre & Post Race: Clean washrooms in club house x2 / port-a-potties x2 / toilet paper, paper towels & hand soap in all clubhouse washrooms / toilet paper & hand sanitizer in port-a-potties. General cleanliness inside the clubhouse and garbage/recycle compliance. Post-race: check cleanliness and report any issues to board member.

**For special events such as Grand Prix and Sask Series, additional rental facilities may be required & will need monitoring for cleanliness/restocking etc.

Pre-Race Paddock Prep: Remove tower boards from windows / get quad from storage / quad safety inspection and fluid levels/ hookup recovery trailer / distribute garbage & recycle cans / collect any loose garbage / setup weigh scale / park quad in position on grass near grid apron at pit exit.

Safety Equipment Setup: Take out safety cart, ensure all equipment is present and in good condition (see safety equipment list) / take out spill kit / take out cigarette butt receptacle / check & hang fire extinguishers in assigned locations as per checklist / check fire extinguishers in tower and clubhouse / check eyewash station for bottles in good condition / radio check / take Radios & Flags to Marshal locations. (Pit Marshal/track entrance, Weigh Scale, Flag Stands)

Track Prep: Track sweeping / track surface dust blowing / track walk for debris / cone layout. Report any unmanaged hazards or risks to Safety Marshal (Board Member).

Technical Inspector – The Technical Inspector will perform technical inspection for chosen specific, race day item(s) as directed by the Technical Marshal on chosen karts (commonly top 3 places finishers, but may be random) and reports any potential infractions to the Technical Marshal.

Pit Marshal (Rules & Conduct (knowledge required of ASN rules) - Manages kart pit positioning, indicates engine start-up to drivers, controls flagging to drivers for track entry/gapping when required. Visual inspect karts prior to karts entering onto the track. Communicates to Race Director and tower any observations of conduct and rule infractions. Removal of starting cones prior to race start. *All duties performed in conjunction with Race Director/Control Tower.*

Scale Marshal: Visual inspect karts as they enter / exit the scale. Communicates to Technical Marshal and Race Director and tower any observations of conduct and potential rule infractions. Document & notify score tower with either "all cleared for weight" or any weight or bumper positioning observances - must make mention of kart number. *All duties performed in conjunction with Race Director/Control Tower.*

Flag Stand Marshals: High visibility vest is required to be worn by all Marshals. Verify that flags and radio equipment are in flag stands, test radio function to tower, operate the corner lights and/or, show flags (only as instructed by Race Director), communicate with and take direction from race control over the radio, take notes on any observation of potential race infractions & report to Race Director upon completion of race. Assist disabled/stopped racers off the track to a safe location when required. Each race class requires marshals for each of: Qualifying, Pre-Final and Final.

In-Field Marshals for Jr1 & Jr1: High visibility vest is required to be worn by all Marshals. In-field marshals are required specifically to assist with Jr1 & Jr2 classes. It is required for the parents / guardians of the Jr1 & Jr2 racers to participate as in-field Marshals during these races. Report observations of potential race infractions to the Race Director. Assist disabled/stopped racers off the track to a safe location when required. Each race class requires marshals for each of: Qualifying, Pre-Final and Final.

Recovery Vehicle Marshal: Operate the recovery vehicle: Qualifying / Pre-Race / Final Race for each class.

Safety Equipment Cleanup: Ensure all equipment is present and in good condition (see safety equipment list) / pack up spill kit / pack up cigarette butt receptacle (ensuring safe storage if smoldering) / collect fire extinguishers from assigned locations as per checklist / collect & check eyewash station bottles / collect radios & flags from marshal locations (Pit Exit, Weigh Scale, Flag Stands), return safety cart to club house/ ensure radios placed in chargers correctly.

Post-Race Track Clean-up: Track walk and inspect track: pick up any debris / coil up cords from safety lights / report any safety issues to Safety Marshal.

Post-Race Paddock Cleanup: Pick up any loose garbage from paddock / pick-up garbage cans and recycling cans/ take recycling to the club house / store quad and trailer / install boards on tower windows.