
2025 Portland Adult Soapbox Derby Volunteer Guide

Without you, this would not be possible!

Volunteer Coordinator - Stephi (503)539-8506 // Track Master - Drew (503)975-3988

volunteer@soapboxracer.org // drew.f@soapboxracer.org

Maps overview and arrival

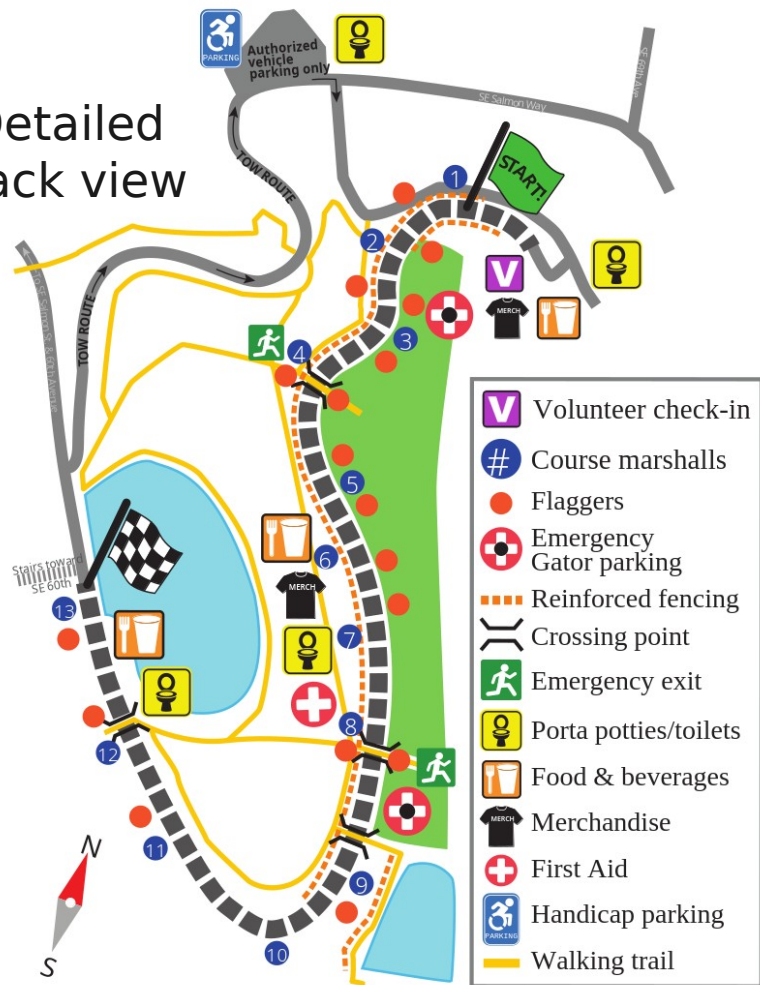
Race and routes map



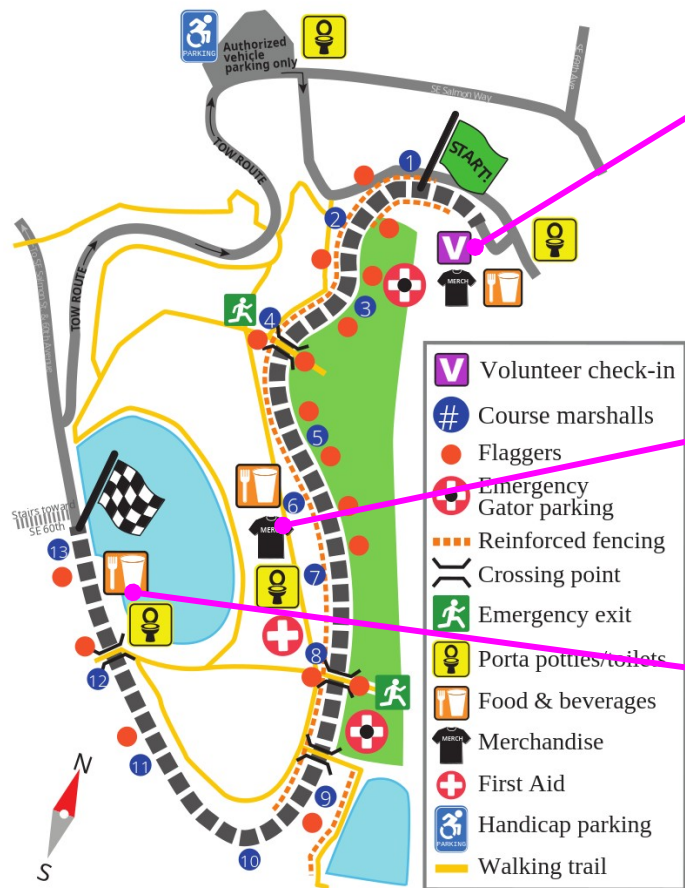
To Arrive: Park at the bottom of the Mt. Tabor Park and walk to the Pits aka Upper Mountain, next to the start of the race.

There is **NO** parking in the upper lot unless you are authorized. It is for handicap access. PLEASE consider time to find parking and to get up the mountain before checking in.

Detailed track view



Detail track map



Upper Mountain aka The Pits:

- All Volunteers meet @ the Volunteer Check-In/Info table next to Upper Merch tent to register for their shift and pick up their shirt/any equipment needed
- Racers and their teams/cars are here, along with the main Merch tent, some food, beer/cider sales, and porta-potties
- High traffic area!

Mid Mountain:

- A second merch tent and beer/cider area are here, along with the majority of the porta potties and food vendors
- High traffic area but more room
- Med Tent is here

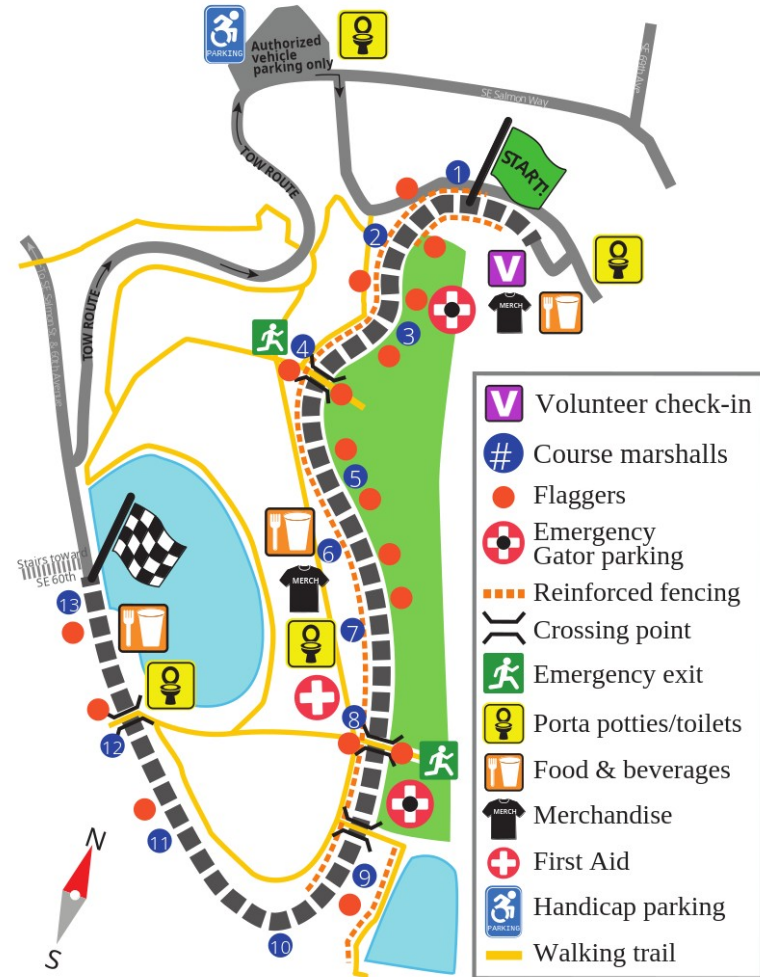
Lower Mountain:

- Beer/cider tent here
- Some porta-potties
- Next to the finish line

Who to contact

You will receive a lanyard with contact phone numbers, here is a quick rundown:

Race Director and Official Starter - Aaron Foster
Track Master/Tow Back/Flaggers/Marshals - Drew Flint
Track Safety/First Aid - Alexander Marconi
Security - Ace Security
Alcohol Monitor - Ace Security
Alcohol Coordinator - David Paulsen
Volunteer Coordinator - Stephanie Ladd
Merch Coordinator - Nikki Phillips
Racer Coordinator - Paul Phillips
Vendor Coordinator - Ernesto Grundseth
Pit Boss - Todd Kimmich



Volunteer Equipment

General Equipment

- Bring Water - We will also have some available
- Bring Food - Complimentary sandwiches will be provided
- Hat, Sunscreen, Sunglasses - Please bring your own, early arrivals may also want some bug spray and something warm
- Volunteer Shirt - high visibility t-shirt, must be worn during shift
- Lanyard - with contact information
- Info Packet



Extra Equipment:

- Each position has this listed (See further on)
- Megaphones
- Radios
- Flags
- Tablets for sales
- Set Up/Breakdown - tables, tents, etc.

Schedule

5AM: Gate is unlocked

- One volunteer at Salmon St handing out passes and directing traffic
- One volunteer needed at Lower Gate to direct traffic

6AM: Do work!

- Derby Management arrives at The Pits
- Volunteer station is set up; volunteers start signing in (sign waivers, get shirt/lanyard/equipment) and are assigned tasks
- Equipment gets distributed

7AM: AM Set Up/Merch and AM Set Up/Beer Booth arrives

- Check in, set up stations, receive instructions about sales

8-8:30AM: Timers, Scorekeepers, and Tow Back arrive

- Good time for a quick break for early arrivals and All Day-ers

9AM: Stations are set up and sales start by 9, all vendors are on the mountain

- All Day teams for merch/beer show up, coordinate breaks and training
- Flaggers, Course Marshals, Sherpas, and Donation Brigade check in

9:59AM: Races begin!

Schedule (continued)

10AM-2PM: Race and event are in full swing!

~2PM: Intermission - TBD

2PM-4PM: Event is winding down

~4PM: Race day is over!

- Flaggers, Course Marshals, Donation Brigade, Tow Back, Timer, and Scorekeepers return equipment to Volunteer Check in
- Merch/Beer breakdown stations
- Sherpas are relieved of shift

Until ~6PM: Finish breakdown/cleanup, high fives all around!!

- We need the most help with breakdown!

Until ~9PM: After Party! Or a quick break

9PM: Awards ceremony starts at Official After Party



AM Set Up

There is a lot to do in the morning to get the race setup! You may be asked to unload equipment, help in The Pits, set up the Volunteer/Info Station, distribute equipment (like trash/recycling), be a Traffic Control Lead, or just generally be a floater.

Traffic Control Leads Responsibility:

Controls all road traffic from 5AM until last towback of the day

5-10 AM - At Salmon St Entrance

- Directs traffic from SE Salmon
- Hands out appropriate tags to racers, vendors, etc

5-10 AM - Lower Gate

- Controls traffic into bottom of the track
 - PASD vehicles
 - Food/Beverage Vendors, etc.



Track Positions - Marshals and Flaggers

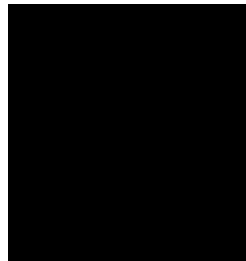
Contact: Drew
Phone: 503-975-3988

- Introduce yourself to your section. State your name, the number of your section, and repeat throughout the day.
- Communicate with your section. People like to know what's going on. Humor is a good way to get your crowd involved and entertained. They will also help you heckle the dim witted ones who don't follow simple rules.
- When communicating, please keep it clear and with clean language!
- There is no sitting on the straw bales. They are crash barriers not benches.
- Keep people, kids, legs, feet, strollers or anything else out of the gutters.
- Make sure that people near the track know that they may need to jump out of the way in a moments notice.
- Tents, blankets and picnics all need to be 10 feet back from the track.
- No dogs off leash. This should be obvious but it has proven to not be. Their dogs may die!
- **Keep the west side of Blood Alley clear!** It is off limits. Keep people moving along and do not allow them to sit/stand here .
- The crowd cannot throw water balloons or spray anything at the cars, drivers, or the track. Confiscate if you need to.
- The cars however CAN throw water balloons and spray the crowd.
- No soapy water can be used anywhere ever. This includes bottles of bubbles.
- The track is like the ocean: don't turn your back on it!



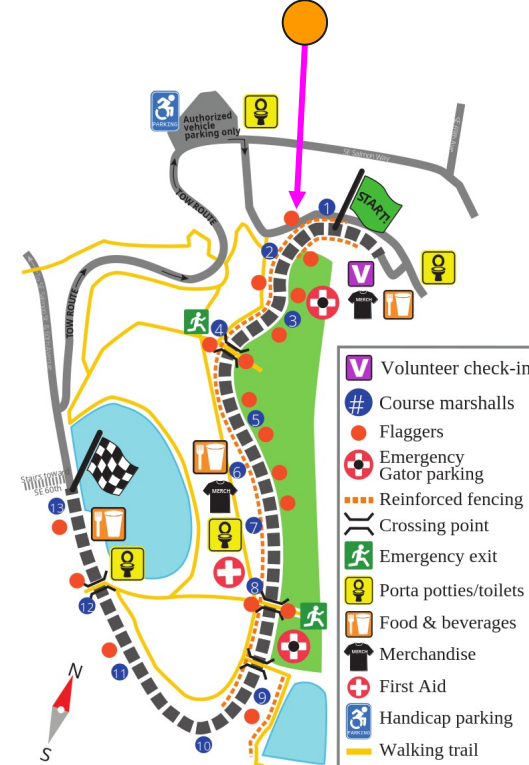
Flaggers/Crowd Safety - Drew

- You as Crowd Safety have a very important position: you communicate visually for racers and fans.
- Listen to your Course Marshal's bullhorn as they are your ears and voice on the track. They will let you know when to clear the track, when the race has started, or if there is an accident. They communicate anything you will need to know throughout the day.
- When you hear your Course Marshals over their bullhorns say "CLEAR THE TRACK" put up your flag and direct people off the track.
- Hold the flag straight into the track so the racers know it's clear.
- If there is a problem/accident on the track while a race is in progress, the course marshal's will let you know via bullhorn and you need to wave that orange flag for all your worth to let incoming drivers know there may be an obstacles on the track.
- Equipment Needed: Orange Flag



This flagger from last year has perfect flag holding form. Impeccable!

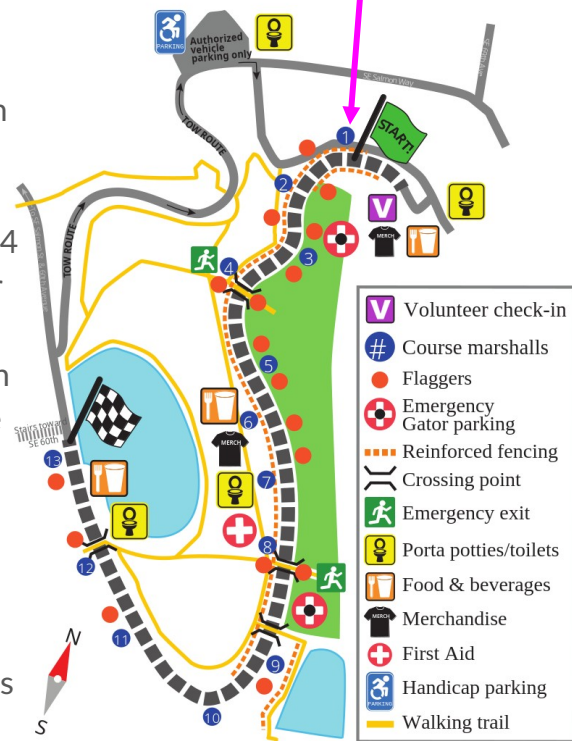
Flagger located between Marshalls



Course Marshals/Track Safety - Drew

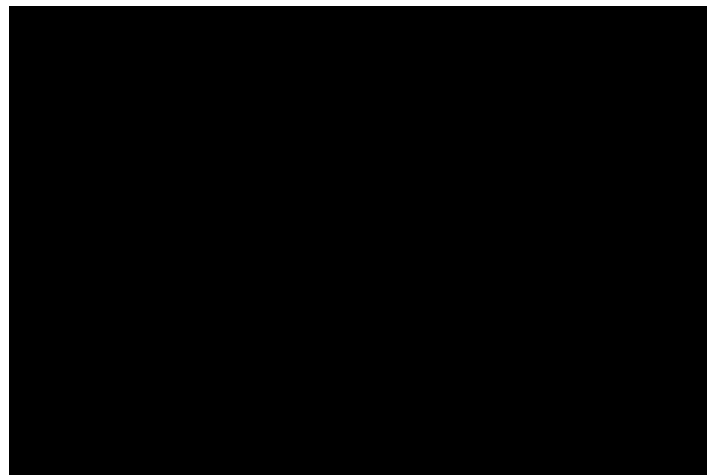
- There are 13 Course Marshals. They are individuals with strong conviction and loud voices. If you are one, you will be armed with a bullhorn and a walkie-talkie. You are the eyes, ears, and voice of the track!
- All Course Marshals are positioned on the track to be visible to each other. Between you will be up to 4 crowd safety flaggers who are armed with orange flags.
- When you hear “CLEAR THE TRACK!” over the walkie you will use your bullhorn to let the flaggers know it is time to clear people from the track. This happens every 3-4 minutes so it’s a very quick process. The quicker we get the course clear, the quicker we can get the next heat racing down the mountain.
- Once the track is clear Station One will voice over the walkie “1 clear 1” then Station Two will walkie “2 clear 2” and so on. Once Station Thirteen voices “13 clear 13” the race will start. There may be delays so keep your track clear till the 3rd car has passed.
- Some heats only have 2 cars. The Race Director will indicate when there is a 2 car heat so we all know there will not be a 3rd car. It is a good idea to tell your section over the bullhorn how many cars will be coming down.
- Some Course Marshals will hold their walkie to the bullhorn when the Director starts the race so the public knows what is going on.
- **Equipment Needed: Megaphone and Radio**

Course marshal locations marked in blue



Safety Team - Alex

- Stay hydrated or Alex will be sad :(
- Don't play on the hill with poison oak in the bushes. Stay on the grass.
- Radio Etiquette will be gone over at the Volunteer Meetings
- Med Tent is located on South end of Mid Mountain area



Portland Adult Soap Box Radio usage Policy, Procedures, and Etiquette - Course Marshall Volunteers

The objective is to create an atmosphere on the radio that will contribute to maximizing race efficiency and improve overall safety of the event through streamlining communications.

Etiquette/ Usage Policy

1. Plain text speech (no 10 codes we're not law enforcement). Speak a little slower than normal. Speak in a normal tone, do not shout.
2. Professional communications WILL be maintained.
 - a. NO PROFANITY
 - b. No abusive language
 - c. Obscene language and/or making noise, playing music, or transmitting other sounds over radio is strictly prohibited.
3. Do not transmit confidential information over radio. Including: Credit Card information, phone numbers, social security numbers.
4. Keep communication precise and to the point over radio, move longer communication to other unassigned channels or to phone.
5. Do not respond if the transmission is not intended for you. Doing so causes failures in communication, may cause unintended chaos, and can cause a major safety risk.
6. **"Listen Before You Talk."** Two-way radios are not "full duplex" like a telephone, only one person can talk at a time. For this reason, no transmission should begin without listening for clear air.
7. Avoid "*hot-mics*" – A "*hot-mic*" occurs when a radio user accidentally presses the Push-to-Talk (PTT) button. This action prevents other users from accessing the radio.
8. Do not interrupt a conversation unless you have an emergency. Wait until the conversation concludes before you transmit.
9. Before transmitting ensure that you are on the intended channel you wish to communicate on.
10. PTT stands for Push to Talk. Press the PTT 3 seconds before you speak. Hold the PTT for the duration of your message. Release the PTT 2 seconds after you finish speaking.
11. To initiate a call, use the format, "*hey you, it's me*". Example "Aaron, Alexander can you assist with..."
12. It is not necessary to say, "*over*" when you are done with your transmission. Radios have a transmission termination sound that follows each broadcast.

General Terms

Radio Terms Meaning

Radio Check	What is my signal strength? Can you hear me?
Go Ahead	You are ready to receive transmission.
Stand-by	You acknowledge the other party, but I am unable to respond immediately.
Negative	Same as "No".
Affirmative (Affirm)	Same as "Yes". Avoid "yup" or "nope" as they are difficult to hear.
Say Again	Re-transmit your message.
Break, Break, Break	You are interrupting in the middle of communication because you have an emergency.
Urgent Traffic	You are interrupting in the middle of communication because you have an emergency.
Copy	You understand what was said.
RX	Receiving
TX	Transmitting
Correction	Opps... Wait I meant to say...

Merchandise - Nikki

- Two locations - Pits and Mid Mountain
- Volunteer check-in and Racer check-in (station done by 10 AM) are next to upper merch
- Volunteer food will be at the Pits Merch Tent
- Merchandise Sales stations will also have maps, water (suggested donation), and donation QR Codes available
- There will be shirts, hoodies, patches, pins, and hats
 - Cash/Square (on provided tablets)
 - Prices will be listed
 - Tablets will be setup with items and prices
- **Equipment Needed: Tablets, cash box**
- **Setup and Breakdown: Tents, Tables, Merchandise**



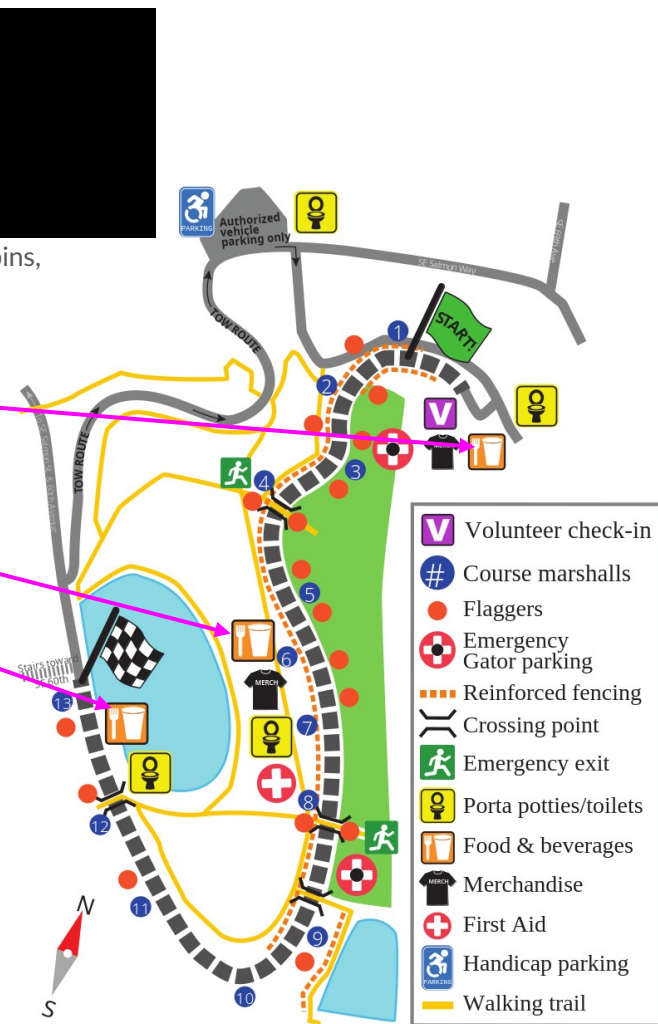
Some of last year's
wonderful merch crew!

Beer Sales - Dav

- Everyone selling must be 18 or older
- Sellers cannot be drinking alcohol before or during their shift
- Setup and Breakdown - tents, tables, signage, wristbands, tickets, buckets, cash box, ice, bins, BOOZE
- Three locations:

- 1)Pits
- 2)Mid
- 3)Lower

- Serving drinks from our sponsors:
 - Migration Brewing
 - Stormbreaker Brewing
 - Portland Cider
 - Union Wine Co
 - Stations will also have water for a suggested donation
- We will provide beer/cider info day-of
- Beer Sales:
 - Check ID and give wristband, or check for wristband before sale
 - Sell tickets for drinks - 1 ticket = 1 drink
 - They can buy as many tickets as they like at once
 - They can only have one drink per person at a time (all parties must be present)
 - Receive ticket, tear in half and put in bucket so ticket cannot be reused
 - Enter sale into tablet, close out with cash or Square - training will be provided
 - Open can for them, then serve. Please encourage recycling!
- OLCC information:
 - Non-Profit Volunteers do not need a license, but must sign an OLCC waiver
- Alcohol Monitors are by Ace Security
- Other information:
 - www.oregon.gov/OLCC





What Every Volunteer Alcohol Server Needs to Know

Serving alcohol is serious business

Every volunteer wants to participate in a successful community or social event. If you volunteer to serve alcohol at an event, you must take steps to ensure it is served safely and lawfully.

Why? Because serving alcohol is serious business and can impact the success of your organization. Serving alcohol irresponsibly can lead to violations of the law, resulting in fines or the future denial of a liquor license for your organization. It may also lead to death or injury. You could be held liable for any damages that result.

This pamphlet will help you serve alcohol responsibly. If you have any questions or would like additional assistance, please write or call us.

**Acceptable ID for Alcohol can
be found under Signs at**

https://www.oregon.gov/olcc/lic/Pages/license_form_publications.aspx

Tips for serving alcohol responsibly

- ❑ Alcohol is a powerful drug. Never serve alcohol to anyone who shows signs of intoxication.
- ❑ Never serve alcohol to anyone under 21 years of age. Minors and alcohol are an illegal and deadly combination.
- ❑ The law requires you to always check the identification of anyone who looks under 26 years old.
- ❑ Don't take a chance...if you are not convinced a person is 21 or older, do not serve that person alcohol. It is always better to be cautious when serving alcohol.
- ❑ Alcoholic beverages must stay within the licensed area. Don't allow anyone to take alcohol out of the designated service area.
- ❑ If it looks like a problem or fight is about to break out, call security immediately. Don't allow your patrons to get out of control.
- ❑ If you see signs of illegal activity, such as drug use or possession, harassment, public urination - call security immediately.
- ❑ If you suspect someone is giving alcohol to a minor, do not serve that person any more alcohol and alert security.

Penalties for minors and Visibly Intoxicated Persons (VIPs)

Providing alcohol to a minor or a VIP will result in criminal penalties up to and including a \$1,000 fine and 30 days in jail.

Watch for signs of visible intoxication

Signs of visible intoxication can serve as a guide in monitoring alcohol consumption. As a server of alcoholic beverages you can be held responsible for damages or injuries to others caused by someone who had too much to drink at your event.

- ☐ Bloodshot, glassy eyes
- ☐ Slurred speech
- ☐ Spilling drinks
- ☐ Rambling conversation, loss of train of thought
- ☐ Difficulty handling money, picking up change
- ☐ Lack of focus and eye contact
- ☐ Difficulty standing up
- ☐ Stumbling
- ☐ Swaying, staggering
- ☐ Speaking loudly, then quietly
- ☐ Difficulty remembering
- ☐ Slow response to questions



Never drink any alcohol while on duty or on a break, it's against the law.

Serving alcohol responsibly requires a clear head.

More signs of visible intoxication

- ☐ Can't find mouth with glass
- ☐ Irrational statements
- ☐ Disheveled clothing
- ☐ Loud and unruly
- ☐ Urging other people to have another drink
- ☐ Annoying other guests or servers
- ☐ Aggressive or belligerent
- ☐ Making inappropriate comments about others
- ☐ Foul language
- ☐ Sullen, moody



*Remember,
when in doubt,
DON T SERVE*

Licensee/Volunteer please retain in your records

I have read and understood the information in this brochure. I understand that as a volunteer server, I am responsible for not selling alcohol to minors or visibly intoxicated persons. I must check the ID of anyone who looks under 26. It is illegal for me to sell alcohol to anyone under 21. It is illegal for me to sell alcohol to a visibly intoxicated person.

I understand that I must make the signed brochure available for immediate inspection by any inspector or investigator employed by the commission or by any other peace officer.

Print/Type Name of Volunteer Server:

Signature of Volunteer Server:

Date Signed: _____

For more information contact:

OLCC Main Office
9079 SE McLoughlin Blvd.
Portland, OR 97222-7355

Mailing Address:
PO Box 22297
Milwaukie, OR 97269-2297
Enforcement (503) 872-5253
Toll Free (800) 452-6522

www.oregon.gov/olcc

(rev. 08/2021)

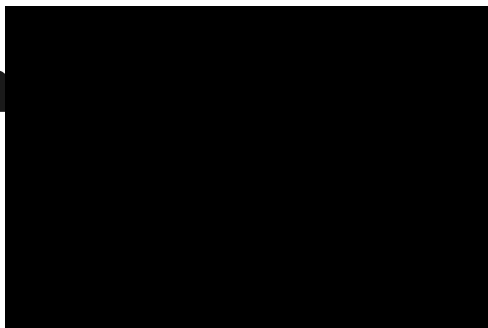
\$\$\$

Donation Brigade

\$\$\$

- A great volunteer role to see the races!
- Engage the crowd and respectfully ask for donations for this free event
- Request donations via QR code (posted throughout event and on bucket) or cash
- Donation bucket will be provided for cash donations
 - If your bucket is full, return cash to predetermined location
- **Equipment needed: Bucket with QR code Signs**
- Optional equipment: Square reader
- **Setup and Breakdown:** Pickup/Return equipment to Volunteer Check-in

Race Crew - Aaron



Timing (finish line):

- Timing positions:
 - Timing Captain and 2-3 timers
 - Spotter: Notes the order of the cars finishing.
 - Computer operator: Enters times into laptop Google docs spreadsheet. Laptop is connected to Top of Hill scoring laptop via WiFi hotspot.
- **Equipment Needed: Stopwatches, clipboards with paper/pens, tables, tents, chairs**

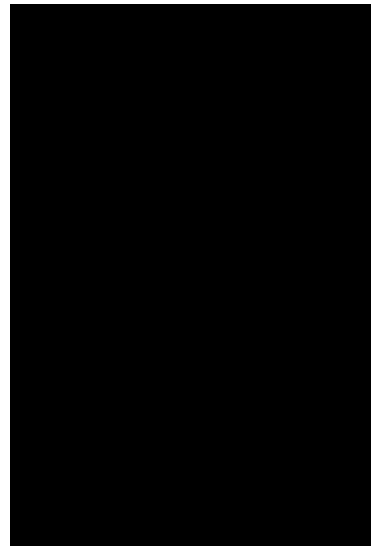
Scorekeeping (top of hill):

- Uses laptop connected to WiFi hotspot to the finish line laptop
- Each car gets 3 qualifying races. Scoring averages the fastest 2 out of 3 times for qualifying of the finals bracket. This is all done in the Google spreadsheet.
- Post each car's time on the scoring board.
- Sort the spreadsheet to determine the 27 fastest cars to seed them into the finals bracket, and then write them in on the finals board based on ranking.

Tow Back Crew - Drew

Tow Back is the backbone of the event! Tow Back returns the Racers back to the Pits safely and efficiently.

Arrive at 8:30, receive instruction from Drew



Friday Veteran Set Up Crew

Setup on Friday 8/15 starts @ 2PM

- Requires some heavy lifting
- Coordinate with Drew - drew.f@soapboxracer.org -or- (503)975-0122

Tasks:

- Straw Bales
- Cones (unloading and placement)
- Fencing PVC Pipe and Flagging
- Snow Fencing Placement and Flagging

Thank you for volunteering!

After Party:
Migration Brewing
2828 NE Glisan Street
Portland, OR 97232

Tel: (503) 206 5221

After party officially starts around 7PM,
when clean up is finished, but you can
show up any time before then.

Awards ceremony will start at about
9pm.

