

---

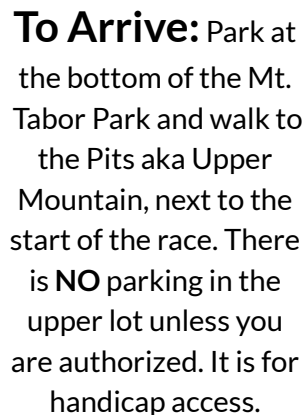
# 2024 Portland Adult Soapbox Derby Volunteer Guide

Without you, this would not be possible!

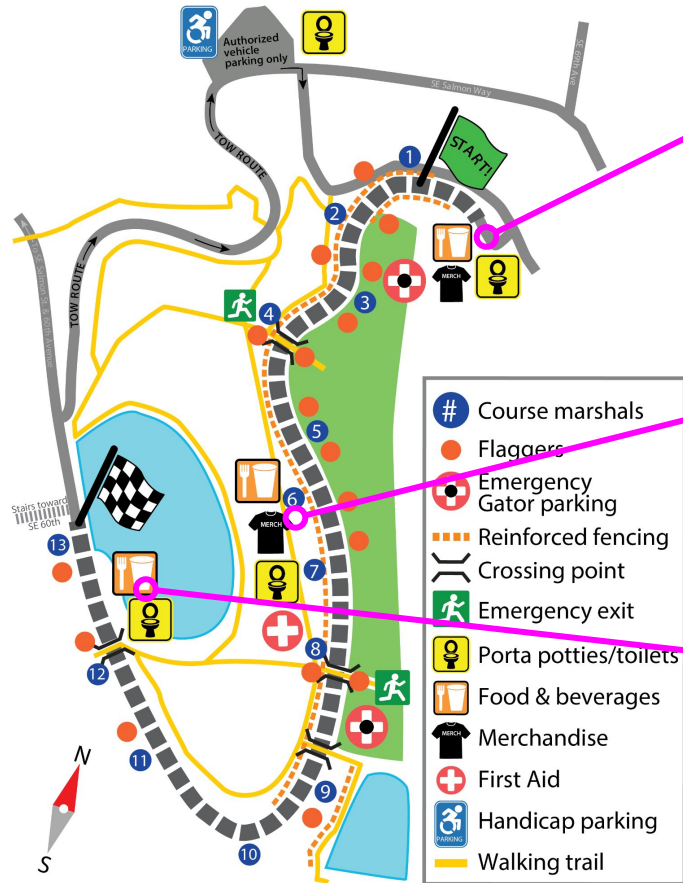
Volunteer Coordinator - Stephi (503)539-8506 and Ernesto (503)298-9631

[volunteer@soapboxracer.org](mailto:volunteer@soapboxracer.org)

## Race and routes map overlay

[illegible]

# Detail track map



## The Pits aka Upper Mountain:

- All Volunteers meet here at the 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

## Lower Mountain:

- Beer/cider tent here, along with some porta-potties
- Next to the finish line

# Who to contact

You will receive a lanyard with contact phone numbers:

Race Director- Aaron Foster

Track Manager - Drew Flint

Track Safety/ First Aid - Alexander Marconi

Security - Ace Security

Alcohol Monitor - Ace Security

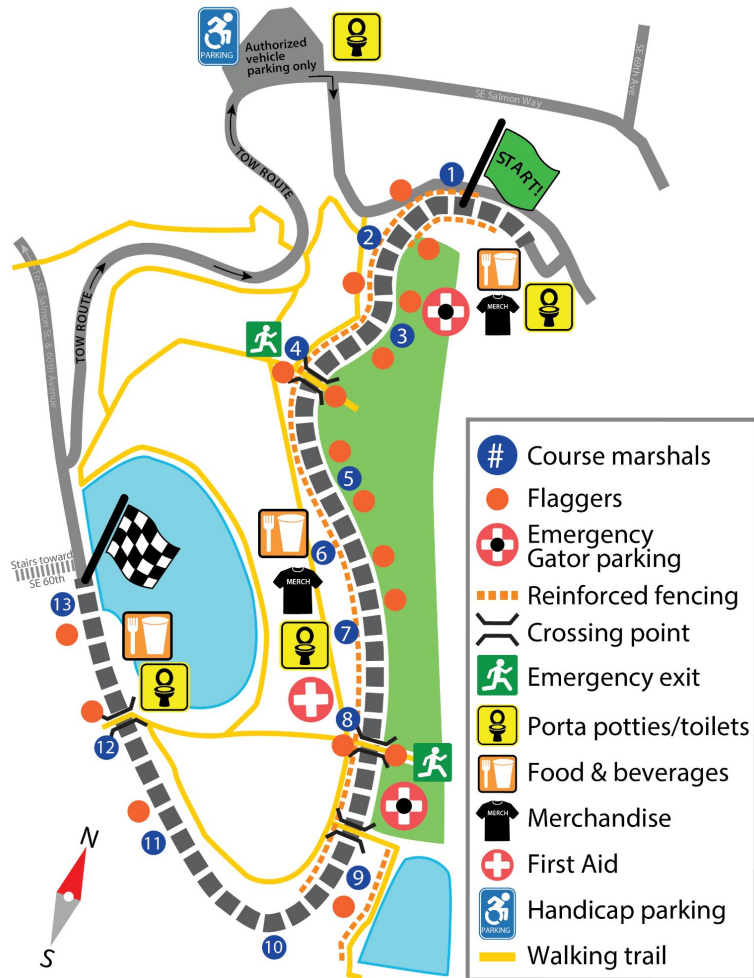
Official Starter - Aaron Foster

Race Coordinator - Drew Flint

Gate Keeper - TBD

Vendor Coordinator - Ernesto Grundseth

Pits - Pit Boss; Asst Pit Boss





# Traffic Control Lead: Load In and Tow Back

## Responsibility:

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

5-8AM - At bottom of Hill (Lead)

- Controls traffic from SE Salmon
- Directs traffic for setup
  - PASD Vehicles and team members
  - Food and Beverage Vendors

### 6-8AM - Lower Gate (Lead Assistant)

- Controls traffic into bottom of the track
  - PASD vehicles - Lower Merch/Green Team
  - Food and Beverage Vendors



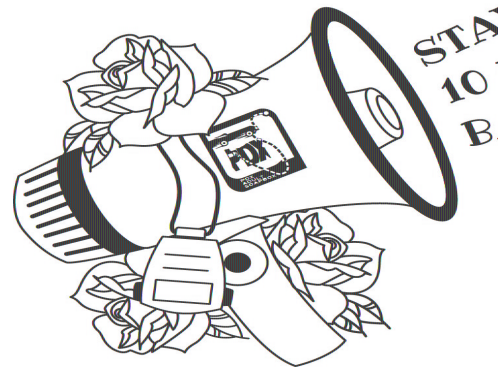
# Volunteer Equipment

## General Equipment

- Bring Water - Also available at Merch Tent
- Food - complimentary sandwiches at Pits Merch Tent
- Hat and Sunscreen - Please bring your own
- Every Volunteer gets a 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)
- Please return at the Merch Tent in the Pits at the end of the day
- Megaphones
- Radios
- Flags
- Phone with Square app (please load it to your phone)
- Setup and Breakdown - equipment will be dropped off at the Pits



# Schedule

5AM: Race Day!

- Derby Management arrives 5AM
- ~Porta Potties Arrive – Drop off ~6 at the Pits, proceed to Mid-Mountain to drop off remainder of Potties

6AM: Pit Setup

- Food Vendors in place by 6AM
- Volunteer sign-in for 6AM team at the Pits - Waiver, bag with shirt/lanyard
- Merchandise Team sets up Merch/Info Booth with Volunteer sign-up area

7AM - 8AM: Setup and Coordination of teams and Volunteers

8AM - 9AM: Beer/Food Vending setup finish

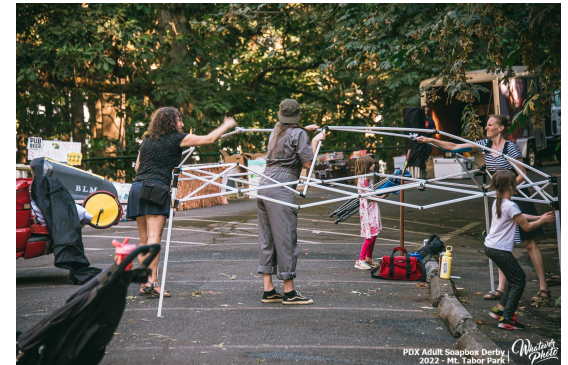
9:59AM: Races begin!

2PM - 2:30 PM: Intermission-The Last Regiment of Syncopated Drummers

~4PM: Race day over! Breakdown and packup

Until ~6PM: Finish cleanup and high fives!

9PM: Awards ceremony



# Track Positions - Marshals and Flaggers

Contact: Drew  
Phone: XXX-XXX-XXXX

- 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!



# Course Marshals - 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



## **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...



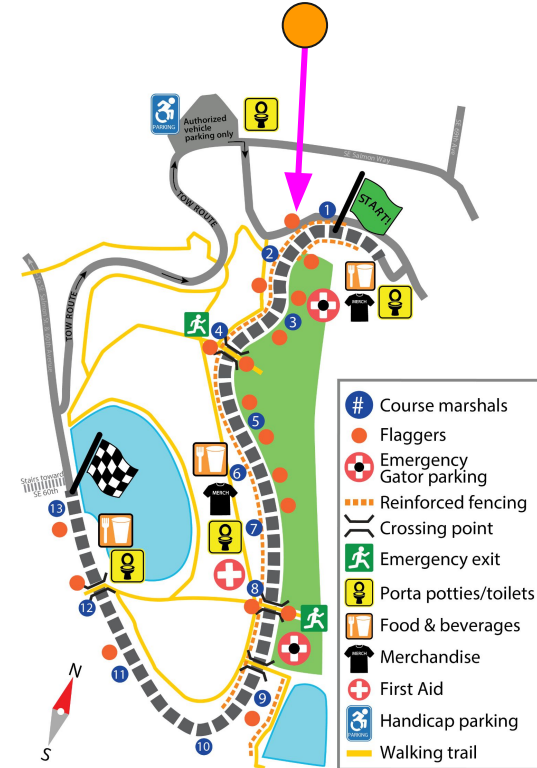
# Flaggers/Crowd Safety - Drew

- 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 marshals 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



# Merchandise - Stephi

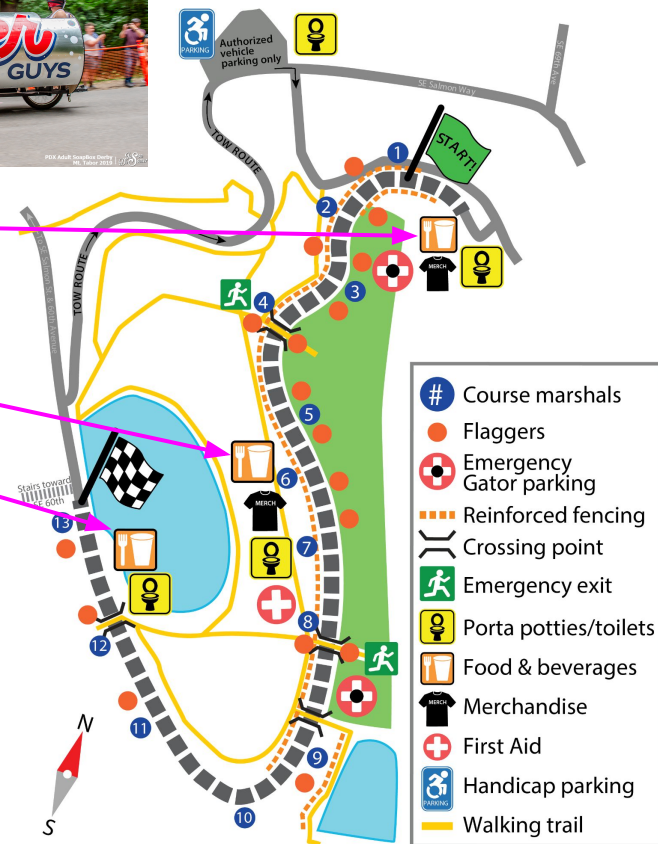
- Merchandise Sales and Information
- Two locations - Pits and Mid Mountain
- Pits Merch Tent is also Volunteer/Racer Check in
  - All racers must sign waiver in person
  - Beer volunteers: IDs will be checked to verify age
- Both tents are an information booth
  - Familiarize yourself with the map
- Main Merch tent @ the Pits will have food/water for volunteers
- Water is free to everyone (Donation requested)
- There will be shirts, hoodies, patches, pins, and hats
  - Cash/Square
  - Prices will be listed
  - Square app will be setup with items and prices
- **Equipment Needed: Phone with Square required**
- **Setup and Breakdown: Tents, Tables, Merchandise**



Some of last year's wonderful merch crew!

# Beer Sales - David

- Everyone selling must be on or over the age of 21
- Sellers cannot be drinking alcohol before or during their shift
- Setup and Breakdown - Tents, Table, and Signage
- Serving: Portland Cider and Gigantic Brewing
- Three locations:
  - 1)Pits
  - 2)Mid
  - 3)Lower
- Sponsor Reps:
  - Mallory - Rogue; Responsible for Trailer w/ Columbia
  - Helen/Savanna - Portland Cider
- Sell Sheets will be available (see next slide also)
- Point of Sale System - Square POS
  - Training on the POS system at the event at each location
  - **No personal phones** needed for beer sales
- Beer Sales: Tickets will be sold
  - 1 Ticket = 1 Can
  - Tickets will be ripped in half after beer delivered
  - Please encourage recycling
- Green team will have recycling and trash at every location where beer is sold
- OLCC information:
  - Non-Profit Volunteers do not need a license
  - OLCC literature (see next slide)
- Alcohol Monitors are by Ace Security
- Other information:
- [www.oregon.gov/OLCC](http://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](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](http://www.oregon.gov/olcc)**

(rev. 08/2021)



# Portland Cider Sell Sheets

## PRICKLY PUNCH

### TROPICALLY REFRESHING

PRICKLY PEAR PERFECTLY PAIRED *with* ORANGE, GUAVA, and STRAWBERRY.

6% ABV

Pairing prickly pear with NW apples creates a wonderfully tropical pick-me-up. Layer in orange, guava, and strawberry you get a fruit-forward cider with a tasty tart finish.

#### Tasting Notes

Floral juicy guava, vibrant prickly pear fruit, citrus nose, airy strawberry soaked, and a tart finish.

#### Pairing Suggestions

Smoked brisket, tequila, watermelon, cucumber mint salad



## KINDA DRY

### FLAGSHIP & BEST SELLING CIDER

A refreshing ENGLISH CIDER WITH A CRISP, SEMI-DRY FINISH

6.9% ABV

An ode to our Somerset heritage, Kinda Dry is our take on a classic English-style cider. From 100% Northwest apples, this cider is balanced, off-dry, and crisp for timeless satisfaction.

#### Tasting Notes

Subtle apple notes, lightly carbonated, classic English style, balanced dryness and a lingering fresh finish

#### Awards

*Seattle Cider* | 2018 Seattle Cider Awards  
*Best* | 2022 & 2017 Sunset Int'l Wine Competition  
*Gold* | 2015 Oregon Wine Awards and more!



## STRAWBERRY PINEAPPLE

### FRUIT CIDER

FRESH JUICY PINEAPPLE BALANCED *with* RED RIPE STRAWBERRY.

6.5% ABV

The tantalizingly tart taste of fresh pineapples perfectly balances red ripe strawberries and 100% Northwest apples. Simmered in citrus, you'll find tropical paradise in every sip.

#### Tasting Notes

Bursting with tropical flavors, punch-like, juicy, citrus notes, full-bodied, with a bright and tangy finish.

#### Awards

*Seattle Cider* | 2022 Sunset Int'l Wine Competition  
*Silver* | 2022 Greater Lakes Int'l Cider Competition



mmmmmmmm cider

# BEER - Migration Brewing/

mmmmmmmm beer



# Green Team - Ernesto

- Helps with recycling and keeps trashes less than full
- Located in every location serving drinks and throughout event
- Make sure the correct containers are put in three separate bins:
  - 1) Containers for refund
  - 2) Recyclables
  - 3) Landfill
- Setup and breakdown - Trash Boxes/bags (3 per location)
- Removes bags when full, replace liner
- Cleanup at the end of the day by consolidating bags



The Green Team on their way to make sure you recycle properly

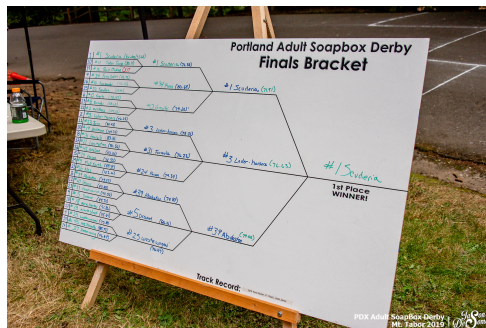
# Donation Brigade - Ernesto

- Engage the crowd and respectfully ask for donations for this free event
- Responsible for requesting donations via QR code (Paypal) or Cash
- Donation bucket will be provided for cash donations
  - If your bucket is full, return cash to the Lead @ Upper Merch tent
- Water Stations will have donation QR codes
- **Equipment needed: Bucket with QR code Signs**
- Optional equipment: Square reader
- **Setup and Breakdown:** Upper Merch tent will have equipment. Return to Merch tent to handover cash to Amy

# 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**



## 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

- Drew Flint

Tow Back returns the Racers back to the Pits safely and efficiently.



# 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.



# Friday Setup Crew

Setup on Friday 8/18

- Requires Heavy Lifting
- Straw Bales: 2:30 pm
- Cones (unloading and Placement): 4pm
- Fencing PVC Pipe and Flagging: 4pm
- Snow Fencing Placement and Flagging: 5pm

# Thank you for volunteering!

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

**Tel: (503) 206 5221**

After party starts around 7:30-8pm.

Awards will start at 9pm if we all get off the mountain.

Beer and snacks will be provided

- Vegetarian option

