



Commissaire and Volunteer Roles

Focus: District Race

Duties and Checklist

Come Volunteer With Globe BMX!

Globe BMX Raceway is proudly a **100% volunteer-run organization**. We have no paid staff or hired personnel—every practice, race, event, and maintenance day is made possible by the dedication of our members and families.

Whether you're a new parent, experienced volunteer, or longtime club member, there is a role for everyone. No previous experience is required for most positions, and training and support are provided. Volunteering is a great way to learn how race days operate, meet other families, and help create a safe, fun, and successful BMX community.

Volunteer Positions for Race Days

The following volunteer positions are required at every race:

- Rider Check-In
- Gate Operator (*Commissaire certification preferred*)
- Start Commissaire
- Lower Staging
- Corner/Track Safety (*2 volunteers required*)
- Track Preparation
- Finish Line Commissaire
- Finish Line Assistants (*2 volunteers required*)
- First Aid Volunteer
- Announcer

Volunteer Positions for Practice Nights

The following volunteer positions are required at every practice:

- Gate Operator
- First Aid Volunteer
- Parent Helper

Everyone Plays a Part

Our club succeeds because everyone pitches in. By volunteering throughout the season, you help ensure practices and race events run safely, efficiently, and enjoyably for all riders and families.

Thank you for donating your time, talents, and enthusiasm. Your support is what keeps Globe BMX Raceway rolling!

COMMISSAIRE POSITIONS

Chief Race Commissaire (Must be Commissaire B or higher)

- ☐ Oversees all race activities (ensure events are fair, safe, and conducted according to BMX regulations).
- ☐ Acts as the official authority on the track, managing rule enforcement, rider conduct, race results, and any required relegations.
- ☐ Ensures that track safety and commissaries are race ready
- ☐ Helps build motos
- ☐ Determines race structure:
 - Sets the pace for gate drop and overall timing of the race
 - Sets the timing, start and number of strider races
 - Determines timing and length of breaks/lunch
 - Must hold a valid BMX Commissaire license.

Race Director Commissaire

- ☐ Creates the race on Sqorz
- ☐ Responsible for building and posting motos
- ☐ Helps determine race structure with Race Chief
- ☐ Ensure First Aid is in position that the track is ready to race.
- ☐ Ensure that track safety and commissaries are race ready
- ☐ Gives permission to commence gate use for practise laps
- ☐ **911 Caller**
 - Under the direction of the First Aid Personnel follows and implements the emergency Medical Protocol Procedure
 - Meets and directs the ambulance the the downed rider

Start Commissaire

- ☐ Ensure riders enter the correct gate
- ☐ Performs quick check that riders have on proper equipment: helmets are secured, laces tied and gloves on
- ☐ Communicate “did not start” to finish line
- ☐ Keep racers quiet during gate drop

Gate Setup and Operator (Commissaire preferred)

- ☐ Sets up, operates, and puts away the gate for practice, warm up laps and races.
- ☐ Communicates with the track safety, First Aid personal and Race Commissaire
- ☐ Maintains constant awareness of riders on the gate and on the track
- ☐ Performs quick safety checks ensuring helmets are secured, laces tied up, gloves on
- ☐ Must hold the gate until instructed to proceed by Race Commissaire (after race is held)
- ☐ Ensures that all track safety personal including First Aid are in place prior to gate drop
- ☐ Once gate cadence has started do not stop gate drop - for rider safety

Finish Line Commissaire

- ☐ Enters race results into Sqorz BMX Software
- ☐ Communicates closely with other track officials
- ☐ Will record and enter DNS (did not start), DNF (did not finish), and REL (relegations) violations in Sqorz results
- ☐ Ensures all results are accurate and complete before race finalization.
- ☐ Is the final decision maker on close race results

VOLUNTEER POSITIONS

Rider Check In

- ☐ Works under the guidance of the Race Director
- ☐ Set up table, laptop, scribe volunteer needs on white board/notification board
- ☐ Check in riders: confirm rider license, plate number, age and class
- ☐ Proactively encourages volunteers to sign up for needed positions

First Aid Provider

- ☐ Must hold a valid First Aid certificate
- ☐ Provides on-site medical support in case of injuries.
- ☐ Assesses rider after falls
- ☐ Delivers necessary and appropriate first aid care.
- ☐ Must be on track before practice laps or races can begin.
- ☐ A first aid kit is provided by Globe BMX

Track Preparation

Note: these duties are performed **during setup - prior to race starting**

- ☐ **Track Check:** walk the entire track to remove rocks and other hazards
- ☐ **Sweep** excess rocks/dirt off the track
- ☐ **Set** up safety pylons on track, pylons for ProSet
- ☐ **Chalk** race lines – corners, straights, and finish line
- ☐ **Dry** any wet spots on the track

Corner/Track Safety (2 Volunteers)

- ☐ Holds a corner position on track during practice and races
- ☐ Observes race for rider infractions, falls, and rider safety on corners and straightaways
- ☐ Assists riders - if required ex: untangle bikes
- ☐ Attends downed rider to determine if first aid is required and stays with rider until first aid is present
- ☐ Calls for first aid if needed
- ☐ Reports all issues to the Chief Commissaire; helps negotiate resolution

Note: track safety personnel may assist riders with their bikes after a crash, but **cannot** advance the rider in any form

Lower Staging

- ☐ **Setup pylons required for moto organization**
- ☐ Organizes riders into motos and gate positions
- ☐ Moto sheet/info provided to indicate each rider's moto and gate position
- ☐ Ensure rider's plate matches Sqorz sheets
- ☐ Attach letters to plate as designated by Race Director
- ☐ Communicate with officials if a rider is missing.
- ☐ Consider having announcer call missing riders to staging

Finish Line Assistant (2 volunteers)

- ☐ Sweeps and clears finish line of debris
- ☐ **Rope off finish line area to avoid foot and bike traffic**
- ☐ Call Out plate numbers as racers cross the finish line
- ☐ Scribe the finishing order on paper.
- ☐ Video finish line
- ☐ Communicates all recorded results clearly to the Finish Line Commissaire.
- ☐ Do not attend “rider down” situations

Announcer

- ☐ Set up speaker and microphone; requires running electrical cord to third corner
- ☐ Provides race commentary - maintaining high energy, building excitement, and keeping the crowd fully engaged throughout the event
- ☐ Keeps spectators informed, energized with dynamic, real-time race commentary
- ☐ Announces “Motos are Posted” and calls “riders to the staging”
- ☐ Informs and updates racers and families on the schedule and changes
- ☐ Mention/call out/ **Thank sponsors**

Thank you for helping to make each race and practise fun and successful!

The Volunteer Bond

Globe BMX Raceway is a **100% volunteer-run club**. Every practice, race, and special event depends on the support of our volunteers. To ensure responsibilities are shared fairly among our membership, each family is expected to contribute volunteer time throughout the season.

Volunteering not only helps the club operate successfully, but also provides a great opportunity to learn more about BMX racing, meet other families, and become part of our club community.

To support this commitment and help ensure adequate volunteer coverage throughout the season, Globe BMX Raceway has implemented a **Volunteer Bond Program**.

How to Pay Your Volunteer Bond

To receive your required race plate, each family must submit a **\$100 Volunteer Bond** to the Club Treasurer at their first club event.

Accepted payment methods:

- Cheque (preferred)
- E-transfer

Volunteer Commitment

Each family is required to earn **10 volunteer credits** during the season.

- Families who earn **10 volunteer credits** will receive their **\$100 Volunteer Bond** back at the end of the season.
- If fewer than **10 credits** are completed for any reason, the Volunteer Bond will be retained by the club.
- Volunteer credits are **not prorated**.

How to Earn Volunteer Credits

The BMX season runs from **early May through mid-September**, with more than **20 races and club events** throughout the season. Each practice, race, and event requires numerous volunteer positions to be filled, providing many opportunities for families to earn their required credits.

How Volunteer Credits Are Tracked

Volunteer positions are posted on **VolunteerSignUp.org**, the club's online volunteer scheduling platform.

To receive credit:

1. Sign up for an available volunteer position before the practice, race, or event.
2. Complete your assigned volunteer role.

Volunteer credits are tracked throughout the season by the club.

Can Someone Else Volunteer for My Family?

Yes! Grandparents, relatives, friends, or other supporters are welcome to volunteer on your family's behalf.

To ensure your family receives credit, volunteers should indicate **which family they are volunteering for** when signing up or checking in for their assigned position.

What If We Earn More Than 10 Credits?

That's fantastic!

We are incredibly grateful for every hour our volunteers contribute. Families who earn more than the required **10 volunteer credits** are helping make Globe BMX an even stronger club.

Additional volunteer hours are tracked for planning and reporting purposes, and they help ensure our events continue to run smoothly throughout the season.

Thank you for going the extra mile—we truly appreciate your commitment to Globe BMX Raceway!

This document will be updated yearly.
Please find this Handbook on the Globe BMX webpage.