

MBSEF RACE VOLUNTEER PROGRAM PROCEDURES

Thank you for offering to assist us with this season's races at Mt. Bachelor. We are excited to be hosting so many great events: national, regional and local! Outlined below are this season's procedures to volunteer and receive your ticket. If you have any questions, please contact our office at (541) 388-0002.

To Apply as a Volunteer:

- 1) Complete and return the **Volunteer application form** to MBSEF.
- 2) Choose the day(s) you will be able to work and the position desired (see job descriptions attached):
 - A. Complete and return a copy of the **Volunteer Event Schedule** to MBSEF.
 - B. For Alpine, contact your volunteer coordinator with any additions/deletions throughout the season from what your **Volunteer Event Schedule** states.
 - C. For Nordic, email nordicrace@mbsef.org during the week prior to the race dates you are volunteering for to confirm you are working, and have a position assigned.
- 3) The Volunteer Coordinator will confirm your position by calling or emailing you.

Race Day Procedure:

- 1) Be on the mountain at the designated meeting place by the designated time. Bring food and water with you.
- 2) Check-in with the Volunteer Coordinator(VC):
 - A. VC will collect and validate your Volunteer Card.
 - B. Receive your ticket for Race Day, if needed. **If you are a Season Pass Holder, you will not receive a ticket (you will need to use your pass).**
 - C. Sign in on the Check-In sheet.
- 3) The VC will assign you a position and a Volunteer Bib. Please review the various job descriptions and make sure you understand the requirements of each job.
- 4) When the race is completed, the VC or Head Gatekeeper will release you from your position.
- 5) Do not leave your position until notified (the race jury may need you to give more details for any incident).
- 6) Turn in your volunteer bib, check out with the VC and receive your validated Volunteer Card back.

To Claim Earned Ticket Procedure: All volunteers may redeem 2 lift tickets (Alpine) or exchange for 2 trail passes (Nordic) (*if you have worked these days).

- 1) You must go to the West Village Guest Services Sports Desk Window (inside building) with your Volunteer Card, photo identification and if applicable, your season pass. Alpine lift tickets can be exchanged for XC trail passes at the Nordic Center.
- 2) The Sports Desk will take your Volunteer Card and match up the earliest race day (not redeemed) with the Race Day Check-in sheet.
- 3) The Sports Desk will date your Volunteer Card with the claim date and issue an All Day Lift Ticket **for that day only**.
- 4) **YOU CANNOT SELL** these tickets. You may give them to immediate family members only (parent, spouse, sibling, child) **for that day only**. **YOU MUST** be present to redeem them. All privileges will be revoked if the tickets are sold and all remaining tickets will be forfeited.
- 5) **Tickets earned prior to March 15 are valid for the current season only!**