



# INFIELD SET-UP GUIDELINES

National Interscholastic Cycling Association  
2414 Sixth Street  
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www.nationalmtb.org

## GENERAL OVERVIEW

Build the infield with a team of volunteers and race staff. A well built infield brings excitement to the event. You will be starting with placing pins and poles for snow fencing and course tape, and possibly erecting EZ UP tents. At the end of the day you will be placing flags and sponsor banners. It takes a full day, so you'll be working with a quickly moving team. Unlike most race weekend volunteer positions you'll learn all the skills as you go. Safety is key and we require gloves and eyewear so bring your own or use ours.

## GOALS

- Set-up a safe start, finish and feedzone for the student athletes
- Set-up and stake down zone tents
- Put up flags and sponsor banners
- Be the first to set the fun race atmosphere at the venue

## PREPARATION

- Sometimes this position has a trailwork aspect. If you like, bring your own tools such as a shovel and rake. Bring layers for a range of weather, sunscreen, as well as snack and drinks.

## PROCEDURE OVERVIEW

- Infield volunteering starts with a brief orientation on equipment and safety before beginning
- How to work with **pins and poles**
  - Hammer in pins vertically in the ground every 7.5 feet for snow fence and 15 feet for course tape. Race staff will let you know what goes where (see safety below)
  - To have straight snow fencing and course tape, pins should be placed within a half inch of marking on ground, whether the marking is a marked rope, flag or spray chalk
  - Always put a pole over a pin the moment the pin is in the ground
- How to work with **snow fencing**
  - Snow fencing takes a team of 2-3 depending on type of snow fencing pole
    - Roll holder: holds the roll vertically and keeps tension on roll
    - Zip tier: zip ties the fencing to the poles taking care the weave of the fencing is in line with the pole and at least  $\frac{3}{4}$  inch of fencing is taken by the tie (3 zipties per pole)
    - Pole bender (If necessary) pulls the pole away from the role side of the fencing to ensure it goes on smoothly
- How to work with **sponsor banners**
  - should be evenly spaced along the finish chute 2'-6' from eachother starting at the finish line and moving outwards in both directions
  - Sponsor banners should be placed so 2/3 of fencing is shown below the banner and 1/3 above
  - Zipties should be tucked into the fencing so they don't stick out

### How to work with course tape

- Course tape can put put on by one person with pole spacing of about 15 feet
- Course tape should be put 2/3 of the way up the pole about 30-32 inches off the ground
- Course tape branding should be upright and face the inside of the course

- Course tape should be tensioned by stretching it an extra foot at each pole
- Course tape should be tied each end and wrapped over or over and under at each pole
- Please return all supplies and tools to the designated area, please do not leave any tools or supplies on the ground and unattended

## **SAFETY OVERVIEW**

- Alert League staff if you are not feeling well for any reason
- Wear protective eyewear and gloves
- If operating a vehicle near venue workers, alert the workers, and have a spotter guide you to ensure no one is injured
- Be careful to not lift too heavy a load by yourself, some equipment is too heavy for one person to lift
- Do not hold a stake for someone else to hammer
- Immediately cover pins with poles (NEVER leave rebar stakes sticking out of the ground uncovered)
- Beware of pinched fingers and hit heads when setting up or taking down EZ UP tents
- Be sure you're hydrating and eating as if you're on a ride

## **EQUIPMENT LIST**

- 2- 3 lb mini sledge hammer
- 8" clear reusable zip ties
- Course Tape
- Marked rope
- Pins
- Pin boxes
- Poles
- Snow fencing
- Safety glasses
- Leather gloves
- Sponsor banners
- EZ UP Tents
- Flags
- Finish truss assembly

## **VOLUNTEER LOCATIONS AND HOURS**

Check in with your volunteer coordinator for specific races and times.

## **OTHER REFERENCES**

Videos of volunteer positions are available online using the following link:

<http://www.nationalmtb.org/nica-race-volunteer-guidelines/>

***THANK YOU FOR YOUR SUPPORT!***