

ADMINISTRATIVE TEAM

Goodie Bag Stuffing:

- ◆ Volunteers will assist in stuffing goodie bags with information and merchandise samples for participants.
- ◆ Will put rider shirts in size order

This is a great opportunity for a group!

Camp Cabin Assignments – Database management

- ◆ Work off master list to create master cabin assignments for riders

START - Norfolk

Registration - Norfolk

- ◆ Assist with unloading supplies and setting up the different registration areas.
- ◆ Will check in riders and give them rider packets from their files and welcome them with open arms to our ride

Goodie Bags - Rider Shirts Norfolk

- ◆ Once riders have checked in, hand out goodie bags and jerseys

Parking/Traffic Control - Norfolk

- ◆ Will assist in directing drivers where to drop off riders and where riders can park over the weekend.

Bike Loading/Security Crew- Norfolk

- ◆ Will take bikes from riders and load into "safety" area until after their safety meeting
- ◆ Will tag bikes and note on Master list
- ◆ Will unload bikes from night before
- ◆ Will check rider bib name/number against Master list and give rider their bike before the ride

Bike Techs –Mystic, Norfolk, Along Route, Camp, Finish

- ◆ Will assist riders in any minor repairs needed before boarding bus

Bus Escort from Mystic to Waterbury to Norfolk

- ◆ Will assist riders in answering any questions they may have about the ride or the weekend.
- ◆ This requires volunteers to ride the bus with the riders from Mystic to the Hotel and the next day to Norfolk.

Kitchen Crew

- ◆ Will assist cook in setting up and cleaning dining area
- ◆ Make sure coffee is always made
- ◆ Help bring food & beverage to other areas hosting breakfast

Bus Greeters – Start = Mystic Friday or Norfolk Saturday

- ◆ Will greet buses and direct riders to where they need to go

Runners Where (Mystic Friday and Sunday)

- ◆ Will assist any of the areas that need help
- ◆ Good for younger volunteers

Luggage Crew – Norfolk,

- ◆ Take luggage from riders, ensuring that their luggage tags are on all their baggage
- ◆ Mark on master list
- ◆ Load onto luggage truck
- ◆ Unload at proper cabins at camp Ashford (different volunteers)
- ◆ Load up at camp Sunday morning Ashford
- ◆ Unload at the finish line – Mystic – different volunteers
- ◆ Need 3 different boxes/locations

START – MYSTIC

Registration - MYSTIC

- ◆ Volunteers will assist with unloading supplies and setting up the different registration areas.
- ◆ Welcome Riders, check in, give them rider packets,

Goodies - Mystic

- ◆ Once riders have checked in, volunteers will hand out goodie bags, jerseys and box lunches.

Parking Crew

- ◆ Will assist in directing drivers where to drop off riders and where riders can park over the weekend.

Bike Loading Crew

- ◆ Will take bikes from riders and load onto truck for transport to start at Yale
- ◆ Will tag bikes and note on Master list

Bike Techs

- ◆ Will assist riders in any minor repairs needed before loading truck.

Information Desk

- ◆ Will assist riders in answering any questions they may have about the ride or the weekend.
- ◆ Would be a good job for those who are riding the bus with the riders.

Bus Riders

- ◆ Ride bus with riders to hotels and from hotels to start at Yale
- ◆ Make announcements
- ◆ Answer rider questions
- ◆ Will check in riders off Master Lists to make sure all riders are on bus before departure

- ◆ Be in touch with Hotel volunteer as to ETA
- ◆ Will ensure all riders are up and ready for the bus departure
- ◆ Will answer any last minute questions riders may have
- ◆ Make announcements concerning morning agenda at Norfolk.

Clean Up Crew

- ◆ Once buses leave, will ensure that the grounds of the YMCA are all cleaned up and all items are securely packed away.

Start Co-Chair

- ◆ Will oversee all aspects of the Mystic check in
- ◆ Will work with Start Chair to ensure all rider files and other items are at the YMCA at time of check in.
- ◆ Will over see clean up crew
- ◆ Will bring all rider files, bags, etc. for those riders not showing up to Yale after check in closes down to work into the check in files for Saturday morning.

Hotel Volunteers

- ◆ Will greet riders upon bus arrival at hotels and assist with any further questions riders may have
- ◆ Assist Hotel Staff w/ Rider registration
- ◆ Assist Riders who may have not registered and looking to share a room.

CAMP

Rider Check In

- ◆ Check in riders off master list once they arrive into camp
- ◆ Keep in touch with CIC to ensure all riders have arrived safely
- ◆
- ◆ Confirm all drop outs prior to Sunday am Start
- ◆ Check all Riders on master list before leaving camp to ensure all riders get on the road.
- ◆ Call CIT with any riders dropping last minute

Sunday Registration

- ◆ Check in Sunday Only riders
- ◆ Give them their goodie bags and their rider shirts
- ◆ Send riders on to breakfast and safety meeting

CIC Friday/Saturday/Sunday (same person commitment)

- ◆ Act as a liaison between AngelRide coordinator, rest stops, moto/safety & riders
- ◆ **NEED TO GET DESCRIPTION FOR THIS**

LOGISTICS

Set Up/Break Down Rest Stops

- ◆ Set up & breakdown of rest stops
- ◆ Drive in logistics truck from stop to stop setting up & breaking down rest stops
- ◆ Assist at Yale in setting up and breaking down all areas
- ◆ Must have valid driver's license and (ask Darrell what else)

Route Marking/ Route Verification – Friday/Saturday/Sunday

The purpose of this position is to ensure all signage remains on course and is accurate.

Volunteers will drive the entire route, placing signs appropriately, spraying directional arrows, marking course hazards.

Volunteers will remain on course to repair signage as needed throughout the event.

Volunteers will also assist with removing signage as portions of the course are closed. (This is Sweep SAG, but maybe we should consider a separate vehicle for this.)

MEDICAL CREW

Medical Leader

- ◆ Recruit, train and oversee the medical volunteers
- ◆ Assign at the proper areas where they would best be utilized

- ◆ Keep medical inventory of needs for each area
- ◆ Inventory and assist in obtaining medical inventory items
- ◆ Responsible for managing and the packing of all contents of the medical push-packs: Start, (3 locations), SAG, Motocrew, Rest Stops, Camp and Finish
- ◆ Reports to Safety Team Leader

Medical Volunteer

Thank you for your interest in becoming a medical volunteer. To qualify, you must have a valid state license for one of the following specialties: Medical Doctor - MD, Physician Assistant - P.A.-C, Nurse Practitioner- N.P. (Family or Adult), Register Nurse - R.N., Emergency Medical Technician- EMT-B or EMT-P, Paramedic, Outdoor Emergency Care, Athletic Trainer or Wilderness First Responder.

- ◆ Medical Volunteers will be posted at the different rest stops, camp and finish line to assist with any minor medical issues.

MOTOCREW

Motocrew (2-day obligation)

Thank you for your interest in becoming a motocrew volunteer. One of the most important positions on the course. Motorcycles are deployed at different locations along the route throughout the weekend to help with Rider's safety, assist with intersections, descents, turns and any other natural or man made hazards that may be along the course.

SAG

SAG (2-day obligation)

Thank you for your interest in becoming a SAG volunteer. One of the most important positions on the course. SAG drivers will give support to riders on course. Each vehicle is equipped with a bike rack, food/hydration, medical kits and other supplies to make sure the best support possible is given to the riders.

REST STOPS

Rest Stop Leader

- ◆ Oversee all rest stop teams
- ◆ Assign RS Captain
- ◆ Train Captain and team members: Rider check off, aware of medical assistance, emergency phone numbers, miles to next stop, etc.
- ◆ Make sure all rest stops have appropriate supplies
- ◆ Work with rest stop teams to create fun themes for each stop
- ◆ Track all SAG participants coming and going and report to CIC
- ◆ Report to CIC; incidents, closing times, SAGged Riders, medical attention/emergencies, lost Riders, etc.

Rest Stop Teams

- ◆ Ensure that all riders check in at each stop
- ◆ Scan each Rider
- ◆ Ascertain that each rider is properly hydrated and nourished
- ◆ Make sure that the rest stop is fun and welcoming for riders; cheering, clapping and bell ringing with wild abandon.
- ◆ Have a clear understanding of: rest stop timing, location of rest rooms, medical station, bike tech, how many miles to next rest stop, direction Riders must turn upon exiting,
- ◆ Report any and all incidents and questions to Rest Stop Captain

FINISH LINE

Finish Line Leader

- ◆ Oversee all aspects of planning finish line activities: recruit, assign, train, volunteers; contact and confirm host, vendors, suppliers; inventory supplies; tents, signage, bike racks; order necessary supplies; parking, set up and break down;
- ◆ Coordinate with Team Leaders: Logistics for supply delivery, Admin for supply orders,
- ◆

Finish Line Volunteer

– Set up, clean up, assisting and greeting Riders, parking, bike handling, cheering, runners.