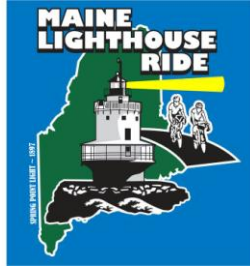


ETA MAINE LIGHTHOUSE RIDE VOLUNTEER RESPONSIBILITIES 2016



Saturday, September 10, 2016 Southern Maine Community College - South Portland

PREP FOR THE RIDE –

Help process registrations and assemble rider packets. On the day before the ride, help lug all the stuff from the office to SMCC and set up the registration area

Hours: Friday – Rodgers Ski & Sport, Scarborough Friday AM & 3 PM – 6 PM the day before ride at SMCC; packet assembly varies usually 1-week prior

PREP FOR THE REST STOPS –

Help procure and sort food to be picked up for rest stops. Coordinate shelters, tables, and accessories required for rest stops. Pick up box truck.

Hours: varies but most done the week prior to the ride

REGISTRATION HOSTS –

Register riders signing up the day of the ride and check in pre-registered riders; Distribute Rider Packets (T-shirts, #'s, maps/cue sheets, etc.) and answer rider questions. Enter Rider Changes on Master list.

Hours: 6 AM – 10 AM

SOUS CHEFS / LUNCHEON HOSTS –

Help with prepping for the salad bar: chopping vegetables, slicing watermelon

Hours: 8 AM – 10 AM

Replenish salad bar and dessert tables; refill lemonade; bus tables as riders leave.

Direct people to the Recycling bins for garbage

Hours: 11 AM – 5 PM sign up for the whole shift or just a couple of hours – busiest noon thru 3 PM

BEER TENT –

Help with controlling beer donations, handing out beers, marking bibs, keeping area clear of boxes, replenishing ice, directing riders to recycle bin for cans, replenishing beer from kitchen

Hours – 11:00AM – 5:00PM

TRAFFIC CONTROL HOSTS –

Direct riders to parking and registration areas **Hours:** 6 AM thru 9 AM

Assist with traffic control at key intersections during the ride **Hours:** 7 AM – 11:00 AM

REST STOP HOSTS –Distribute and replenish refreshments at rest stops and answer rider questions.

Communicate rider status to the group at SMCC

Hours: varies depending upon rest stop; 3 hour shifts at Old Orchard Beach, Kennebunkport Bicycle, Ferry Beach, Kettle Cove and Fortunes Rocks (Biddeford Pool).

RIDER CHECK-IN HOSTS –

Check in riders as they return

Hours: 11 AM – 5:30 PM (2 shifts)

SALES - sell t-shirts, jerseys, trail guides, memberships, 2017 MLR registration, and maps and answer rider questions.

RIDER SEND-OFF-

Provide welcoming remarks, safety briefing, route description, emergency contact info; Control the flow of riders - sending off riders in groups of 50 every 2 minutes

Hours: 7 to 8:30 AM

SAG WAGON CONTROL -

Receive phone calls from riders needing assistance. Communicate location to nearest sag driver. Receive confirmation of assistance from sag driver. Coordinate sag driver locations during ride.

Hours: 7 AM to 5 PM

SAG WAGON HOSTS –

Follow the riders in a pickup truck or van and assist with changing flat tires and other emergencies. Pick up and transport riders & bikes back to SMCC if necessary.

Communicate rider status to the group at SMCC.

Hours: 7 AM – 4 PM

WELCOMING COMMITTEE –

Welcome riders as they return to SMCC, answer questions and promote ETA to riders.

Hours: 2 shifts: 12 PM – 3 PM, 3PM – 6 PM

CLEANUP CREW –

Clean kitchen and dining room including vacuuming and help load materials and left over food to vehicles.

Hours: 4 PM – 7 PM

Pick up all leftover food, tables, shelters, etc. from all 5 rest stops and return to SMCC with truck.

Hours: 12 PM to 6 PM