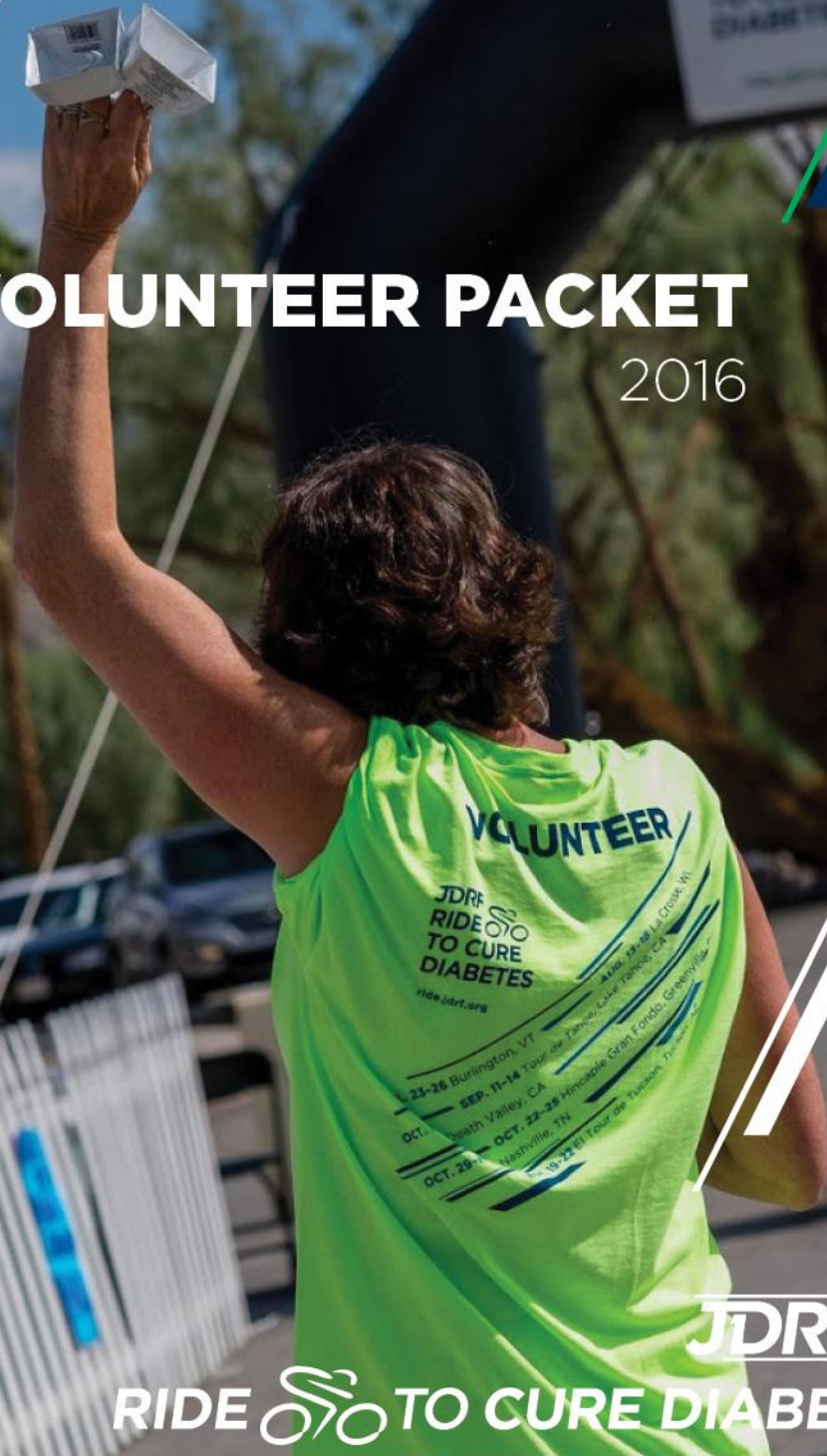




VOLUNTEER PACKET

2016



JDRF IMPROVING LIVES. CURING TYPE 1 DIABETES.

RIDE  TO CURE DIABETES



Table of Contents

- [Volunteer Job Descriptions](#)
- [On-Site Check in Process](#)
- [Volunteer Meal Tickets](#)
- [Hotel Discounts and Information](#)
- [Volunteer Waiver](#)

WELCOME

Our JDRF Ride weekends would not be possible without the support of our amazing volunteers. By being a JDRF Ride Volunteer, you are helping ensure our riders cross the finish line safe, sound and smiling...and helping JDRF cross the ultimate finish line – a world without T1D!

On the following pages there is a list of volunteer job descriptions we have available during Ride weekend.

To officially sign up as a JDRF volunteer, click [here](#).

We ask that you register as a volunteer no later than one (1) week prior to the Ride you are attending so JDRF staff can ensure all areas are covered.

JDRF staff will be in touch with you prior to event weekend with more details.

We also ask that you print and complete the volunteer waiver on the last page of this packet and bring the completed form with you to turn in during Ride weekend.

Please note: Volunteers must be at least 13 years of age or accompanied by an adult at all times.

If you have any additional questions, please contact Lindsay Grubiak (lgrubiak@jdrf.org).





Volunteer Job Descriptions

PRE EVENT PREPARATION

Job Description: Help JDRF staff with pre-event preparation. This position includes, but is not limited to:

- Organizing/alphabetizing goody bags
- Organizing posters
- Organizing rider materials (name badges, rider numbers, etc.)
- Pre-Registration set up

Requirements: This position is for volunteers traveling early to the Ride venue. We ask that you be available to volunteer at the host hotel during the day on Wednesday (Thursday for Tour de Tahoe).

AIRPORT VOLUNTEER

Job Description: In order to ensure a smooth transition from the time riders land in the airport to getting on their shuttle, we need volunteers to help support our JDRF staff at the airport. This position includes, but is not limited to:

- Helping to track flights
- Greeting riders as they enter baggage claim area
- Showing riders where to get on their shuttle
- Checking riders on to their shuttle

Requirements: Volunteers are responsible for their own transportation to/from the airport on Thursday (Friday for Tour de Tahoe).

RIDER REGISTRATION

Job Description: Volunteers are needed to assist JDRF staff at Registration/Check In. This position includes, but is not limited to:

- Registration set up
- Distributing rider t-shirts and goody bags
- Collecting waivers
- Distributing rider numbers
- Distributing drink tickets
- Distributing rider name badges
- Answering general questions

Requirements: No pre-requisites. Volunteers will meet with JDRF staff prior to their shift for further instructions. Volunteers should be available during the day on Thursday (Friday for Tour de Tahoe).





NEW RIDER STATION

Job Description: This is a new addition to Registration, with the purpose of welcoming new riders to the event and helping them navigate through their first JDRF Ride weekend.

Requirements: JDRF Coaches and/or Ride Champions are ideal for this position. Volunteers should be available Thursday (Friday for Tour de Tahoe) and/or Friday (Saturday for Tour de Tahoe).

GUEST AND VOLUNTEER CHECK IN

Job Description: This is a new addition to Registration. Volunteers at this station will be responsible for everything related to guests/volunteers. This position includes, but is not limited to:

- Distributing pre-paid guest meal tickets
- Processing guest meal tickets through credit card terminal
- Collecting and distributing volunteer waivers
- Letting volunteers know where/when the volunteer meeting will be held and that they must attend the meeting to receive their volunteer t-shirt

Requirements: Should be available on Thursday (Friday for Tour de Tahoe) and/or Friday (Saturday for Tour de Tahoe). This position is ideal for a seasoned volunteer or a past rider. JDRF staff will show volunteers how to use the credit card terminal for guest meal sales.

POSTER DISTRIBUTION

Job Description: Volunteers are needed to label and hang door posters on riders' hotel room doors as well as in the dinner area.

Requirements: Must be available on Friday (Saturday for Tour de Tahoe).

RIDE EXPO (EL TOUR DE TUCSON ONLY)

Job Description: Volunteers are needed to partner with JDRF staff at the JDRF Ride booth during the Tour de Tucson Health & Wellness Expo. This position includes but is not limited to:

- Set up/break down of JDRF booth
- Providing JDRF information to interested attendees
- Recruiting potential new riders!

Requirements: Must be available on Thursday and/or Friday. Providing your own transportation to the Tucson Convention Center is recommended but not required. Looking for JDRF Coaches, Ride Champions and seasoned volunteers with knowledge of JDRF and the Ride to Cure program. Volunteers should be available for a minimum of two (2) hours.





START LINE

Job Description: Help get JDRF riders off to a great start! Depending on location, this may also include helping JDRF crew direct riders on how to get to the start line.

Requirements: This position is great for volunteers who will be at the finish line area in the afternoon or are volunteering at a check point that starts later in the day.

CHECK POINTS

Job Description: These volunteers will work with our JDRF crew at various aid stations along the route. This is a great volunteer position to see first-hand what Ride day is all about! This position includes, but is not limited to:

- Refilling water bottles
- Replenishing food
- Putting bikes on bike racks
- Cheering for our fabulous riders!

Requirements: It is encouraged that volunteers for this position have their own vehicle, but it is not required. For those volunteers who will not have their own vehicle, staff can help coordinate transportation between volunteers during the on-site volunteer meeting. Volunteers must be available for a minimum of two (2) hours. Course maps will be provided in advance.

FINISH LINE

Job Description: These volunteers will be stationed at the JDRF finish line area to assist JDRF staff. This position includes but is not limited to:

- Set up/manage finish line aid station
- Distribute rider medals (great for volunteers under 13!)
- Assist announcer with identifying finishing riders
- Manage activities center

Requirements: This position is great for volunteers who prefer staying close to the hotel. Volunteers should be available starting around noon on Ride Day.

BIKE CHECK IN

Job Description: These volunteers will work with the Bike Room crew in collecting riders' bikes post-ride, checking them in to ensure all bikes are accounted for, are in the proper location for transportation home, and for those shipping home, are ready to be packed. In some cases, this may include helping to remove the pedals from bikes.

Requirements: Volunteers for this position should be over the age of 18 or working closely with an adult. There may be a need to go between the finish line and the bike room or to remain in the bike room during the shift. Training for any special skills required (e.g. removing pedals) will occur on-site.





Skilled Volunteer Job Descriptions

MEDICAL VOLUNTEER

Job Description: We are looking for volunteers to assist our Medical Coordinator on Ride Day. This position includes but is not limited to:

- Basic assistance to riders crossing the finish line
- Handing out cold towels
- Checking riders in once they cross the finish line
- Making sure riders safely dismount their bikes

Requirements: Volunteers should be available for four (4) hours on Ride Day, between 1-5 PM at the finish line. We are looking for at least one volunteer who can determine if riders need medical attention and direct them to the medical tent to see our contracted medical team. This person should have previous or current experience with patient care. Nursing students who have been through clinical training are great for this position.

FINISH LINE PHOTOGRAPHER

Job Description: We are looking for a volunteer to capture photos of riders as they cross the finish line. There will be a professional photographer on course during the event, so this volunteer will solely be stationed at the finish line for this purpose. Photos will be shown at the celebration dinner the night of the event and will also be emailed to riders post event.

Requirements: Must own camera and have some knowledge/skill in photography.





Volunteer Check In and Meal Policy

VOLUNTEER MEAL TICKETS

Volunteers are encouraged to attend the meals and celebrations throughout the weekend. A limited number of child and adult guest meal tickets will be sold on-site if available or can be purchased in advance by the rider you are supporting.

GUEST AND VOLUNTEER CHECK IN STATION

There will be a designated area at JDRF Registration for volunteers and guests. Volunteers and guests should stop by the table to pick up pre-purchased guest meal tickets, to purchase meal tickets (based on availability) and to turn in volunteer waivers. There will also be someone on hand to answer questions. Volunteers should plan to attend the on-site volunteer meeting to pick up their volunteer t-shirt which will be held immediately following dinner on Friday (Saturday for Tour de Tahoe).





Hotel Information

Below are the host hotels for each JDRF Ride as well as discounted rates where available. To take advantage of any discounted rates, please call the hotel directly and specify “JDRF Friends & Family rate” when booking.



Burlington, VT: July 7-10

The host hotel for the Burlington Ride is the [Hilton Burlington](#). JDRF has secured a discounted rate at this hotel (2 night minimum stay including Saturday). Additional hotels in the area include: [Hilton Garden Inn](#) (located within walking distance of host hotel), [Sheraton Burlington](#), [Double Tree](#) and [Holiday Inn](#).



La Crosse, WI: August 11-14

JDRF will be utilizing the [Radisson Hotel La Crosse](#), [Courtyard Marriott](#) and [Holiday Inn](#) as the host hotels for riders. A discounted rate has been secured for friends and family at a new boutique hotel, [The Charmant Hotel](#). Additional hotels in the area include: [Grand Stay](#) and [Candlewood Suites](#).



Tour de Tahoe, Lake Tahoe, CA: September 9-11

JDRF will be utilizing [Lake Tahoe Resort Hotel](#) and [Harrah's](#) as the host hotels for riders. Friends and Family rates are not available at the host hotels for this location; however guests should still be able to make a reservation at either hotel. Please note: Harrah's is a casino and any guests that prefer a non-smoking hotel should choose the Lake Tahoe Resort Hotel.



Death Valley, CA: October 13-16

The host hotel for the Death Valley Ride is [Furnace Creek Ranch](#). Discounted rates are not available at the host hotel for this location. Due to the remote location of this Ride, hotel space is extremely limited and reservations should be made ASAP. An alternative hotel is the [Furnace Creek Inn](#), located on the same property as the host hotel.



Gran Fondo Hincapie, Greenville, SC: October 20-23

The host hotel for this location is the [Hyatt Regency Greenville](#), located in downtown Greenville. Friends and Family rates are not available at the host hotel for this location; however guests should still be able to make a reservation at this hotel. As an alternative, the [Hampton Inn](#) is located within walking distance of the host hotel.



Amelia Island, FL: October 27-30

The host hotel for this location is the [Omni Amelia Island Plantation Resort](#). A discounted rate has been secured at this hotel (must book by Sept. 9) as well as the [Hampton Inn](#), located closer to town. Other hotels in the area include: [Residence Inn](#), [Comfort Suites](#) and [Days Inn](#).



El Tour de Tucson, Tucson, AZ: November 17-20

The host hotel for this location is the [JW Marriott Starr Pass Resort & Spa](#). A discounted rate has been secured if booked by Oct. 20. Additional hotels recommended by El Tour de Tucson can be found [here](#).





USA CYCLING, INC. VOLUNTEER PROGRAM

In response to requests from event organizers, USA Cycling, Inc., has implemented use of the following Volunteer Liability Form. The intent of this form is to be sure you understand you are *not* covered by USA Cycling's accident insurance or worker's compensation insurance. If you are injured, you are responsible for your own medical expenses. You are also assuming the risk of any injury, you are waiving claims arising from your volunteer work and association with this event, and you are agreeing not to sue USA Cycling, Inc. and others as a result of any injury or damages you may suffer as a volunteer for a program or event associated with USA Cycling, Inc., even if you are volunteering for some person or entity other than USA Cycling, Inc. THIS RELEASE COVERS ALL FUTURE EVENTS AND PROGRAMS ASSOCIATED WITH USA CYCLING, INC. AS WELL AS THE SPECIFIC EVENT OR PROGRAM IDENTIFIED BELOW.

Volunteers are covered by the USA Cycling, Inc. policy covering event liability so long as they sign this form, which means that, subject to the terms and conditions of that policy, the insurance carrier will defend against any claims against the volunteer that are covered by the policy (some claims are not covered, such as claims arising from intentional or deliberate acts or as a result of their professional occupation). USA Cycling, Inc. makes no assurance, warranty or representation as to what claims might be covered by its liability policy and gives notice that not all claims are covered.

VOLUNTEER'S ACKNOWLEDGEMENT, WAIVER AND RELEASE OF LIABILITY, ASSUMPTION OF THE RISK, AND AGREEMENT NOT TO SUE

Program/Event Name: _____

Type of Volunteer Activity: _____

Event Date(s): _____

In consideration of the event or program organizer allowing me the opportunity to participate in the above named program or event:

I ACKNOWLEDGE THAT BY SIGNING THIS DOCUMENT, I AM SOLELY RESPONSIBLE FOR ALL INJURIES, LOSSES, OR DAMAGES THAT I MAY SUFFER OR INCUR IN CONNECTION WITH THE PROGRAM OR EVENT IDENTIFIED ABOVE OR ANY FUTURE PROGRAM OR EVENT ASSOCIATED WITH USA CYCLING. I FURTHER AGREE TO INDEMNIFY, TO HOLD HARMLESS, AND NOT TO SUE USA CYCLING, INC. (USAC), USA CYCLING DEVELOPMENT FOUNDATION (USACDF), OR THEIR RESPECTIVE AGENTS, INSURERS, EMPLOYEES, VOLUNTEERS, MEMBERS, CLUBS, OFFICIALS, SPONSORS, EVENT DIRECTORS, LOCAL ASSOCIATIONS, AND AFFILIATES (COLLECTIVELY "RELEASEES") FOR ANY INJURIES, LOSSES, OR DAMAGES THAT I MAY SUFFER OR INCUR. I UNDERSTAND THAT I AM GIVING UP SUBSTANTIAL LEGAL RIGHTS. THIS DOCUMENT IS A CONTRACT WITH LEGAL AND BINDING CONSEQUENCES AND IT APPLIES TO ALL ACTIVITIES AT THE EVENT, REGARDLESS WHETHER LISTED OR NOT ABOVE. I HAVE READ IT CAREFULLY BEFORE SIGNING, AND I UNDERSTAND WHAT IT MEANS AND WHAT I AM AGREEING TO BY SIGNING.

I ACKNOWLEDGE THAT CYCLING IS AN INHERENTLY DANGEROUS SPORT AND FULLY REALIZE THE DANGERS OF PARTICIPATING IN THE BICYCLE PROGRAM OR EVENTS, AND FULLY ASSUME THE RISKS ASSOCIATED WITH SUCH PARTICIPATION INCLUDING, by way of example, and not limitation: the dangers associated with man-made and natural jumps; the dangers of collision with pedestrians, vehicles, riders, and fixed or moving objects; the dangers arising from surface hazards, including pot holes, equipment failure, inadequate safety equipment, use of equipment provided by the event or program organizer and others, **THE RELEASEES' OWN NEGLIGENCE**, the negligence of others and weather conditions; and the possibility of serious physical and/or mental trauma or injury, or death associated with a cycling event or program.

For myself, my heirs, executors, administrators, legal representatives, assignees, and successors in interest (collectively "Successors") **I HEREBY WAIVE, RELEASE, DISCHARGE, HOLD HARMLESS, AND PROMISE TO INDEMNIFY AND NOT TO SUE** the Releasees and all sponsors, organizers, promoting organizations, property owners, law enforcement agencies, public entities, special districts and properties that are in any manner connected with the USA Cycling program or event, and their respective agents, officials, and employees through or by which the event or program will be held, (the foregoing are also collectively deemed to be Releasees), **FROM ANY AND ALL RIGHTS AND CLAIMS INCLUDING CLAIMS ARISING FROM THE RELEASEES' OWN NEGLIGENCE TO THE MAXIMUM EXTENT PERMITTED BY LAW**, which I have or which may hereafter accrue to me, and from any and all damages which may be sustained by me directly or indirectly in connection with, or arising out of, my participation in or association with the program or events, or travel to or return from the program or events.

Initial _____

