



Volunteer Information Manual

2023

The Adirondack Foothills Cycling Club: Our mission is to promote enjoyment, training, education and advocacy for the sport of cycling to people of all ages, abilities and backgrounds in Northern New York State.



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Introduction

Thank you for your interest in volunteering for the North Winds Gravel Classic presented by the Adirondack Foothills Cycling Club! This manual has been created to inform you on the volunteer process in our department. This manual will share the mission, policies, and volunteer positions of the department. We hope this manual will ensure that your participation in our event will be successful and rewarding.

Mission

Our mission is to promote enjoyment, training, education, and advocacy for the sport of cycling to people of all ages, abilities and backgrounds in Northern New York State.

Volunteer Overview

Because we are a small club, volunteers are essential to the success of every event we facilitate. Cyclists travel from all over New York State to participate in our events because they have experienced how well our volunteers and club treat our guests. Our events would not be successful without the hard work and dedication of our volunteers.

Adirondack Foothills Cycling Club Events

- Tour de Lewis, North Winds Gravel Classic, Cycle the St Lawrence, and the North Country Short Track Mountain Bike Series

Event Volunteer Positions

Emergency Response Coordinator: Responsible for directing the movements of the First Aiders and calling Emergency Services, if needed.

First Aiders: responsible for responding to emergencies and providing first aid. Must be qualified in Basic First Aid and CPR.

Registration and Results Assistant: Assist in the registration and check-in process of participants. This position requires strong communication skills and patience with event participants.

Aid Station Assistant: Assist participants with any minor injuries, provide water to participants, and be able to call emergency medical providers with any major injuries. This position requires calm interactions with event participants.

Course Marshall: Assist participants on where to go during the race along the course, primarily at intersections. In this position the volunteer will be exposed to the elements for the duration of the event and will be expected to watch for approaching vehicle traffic and ensure rider safety at intersections.

Race Group Lead: Leads "the pack" during the event to ensure riders follow the appropriate course and act as an alert for Course Marshals for oncoming participants. This position requires the knowledge of how to use an All-Terrain-Vehicle (ATV).

Sweep Assistant: Follow the final participants, watch the time, and cut-off participants when necessary. This position requires the knowledge of how to use an All-Terrain-Vehicle (ATV).

Venue and Course Setup Volunteers: Responsible for helping the Event Committee setup and maintain the venue and race course (placing signs before the race and collecting signs after the race is over). May also double as Directional Assistants.

Awards Ceremony Volunteer: Assists committee members with the Awards Ceremony

Conduct

By volunteering with the Adirondack Foothills Cycling Club, you have a responsibility to your fellow volunteers and event participants to provide a safe and pleasant working environment.

Equal Volunteering Opportunity

The Adirondack Foothills Cycling Club provides volunteering opportunities for all individuals regardless sex, gender, sexual orientation, color, race, national origin, religious preference, political beliefs, or disabilities that do not prohibit performance as a volunteer. All matters related to volunteering are based on the individual's ability to perform the volunteer task.

Dress Code

Volunteers should have neat and clean clothing while volunteering, keeping in mind that our events are held outdoors and the possibility for inclement weather always exists. Take your lead from the staff and dress appropriately for the task you are performing.

Expectations

Volunteers are expected to be a positive representation of Adirondack Foothills Cycling Club and the cycling community which means ensuring that our volunteers:

- Treat other volunteers, staff, and visitors with respect.
- Practice good customer service and communication skills, as they are often interacting with participants.
- Allow for flexibility in their schedule for when additional training is needed for specific job duties.
- Show flexibility when it comes to job duties. Situations can change quickly during events and volunteers may be reassigned to a different job duty without much warning.
- Provide staff with constructive feedback of the event at the end of the volunteering by contacting the Program Activities Coordinator, Assistant Director, or Director. We are always working to ensure that our events run smoothly, and a volunteer's input can help us with future events.
- Enjoy themselves while volunteering for events.

Contact Information

As a volunteer, your contact will primarily be with each event's Volunteer Coordinator, the event chairperson, or the Club Officers. Below is a list of their names, positions and contact information if you have further questions or need additional information:

- AFCC Club Officers:
 - President, Calvin Company: calvincampany@hotmail.com
 - Vice President, Charlotte Schweitzer: charschweitzer@frontiernet.net
 - Secretary, Genevieve Fidler: Genevieve.law.young@gmail.com
 - Treasurer, Gwyn Monnat: gmonnat@hotmail.com

- Tour de Lewis
 - Chairperson,
 - Volunteer Coordinator,

- North Winds Gravel Classic
 - Chairperson, Andrew Short: Andrew.short@northwindsclassic.com
 - Volunteer Coordinator:

- North Country Short Track Mountain Bike Series
 - Chairperson, Allen Cooper:
 - Volunteer Coordinator:

- Cycle the St Lawrence
 - Chairperson,
 - Volunteer Coordinator,