



2024 Rodman Ride for Kids Logistics Manual

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RIDE DAY CONTACT INFORMATION

Event Manager – Amy Rossman 508.735.9557
 Event Manager – Jessica Feenan 617.640.0227
 Event Manager – Marisa Collins 508.954.0285
 Event Manager – Maria Wilson 508.918.0963
 Event Manager – Jane Lima 508.558.0912

Lost or Emergency Line: 908-239-6229 or 240-571-7620

IN THE EVENT OF A MEDICAL EMERGENCY, ALWAYS CALL 911 FIRST.

Organization	Volunteer Area	Captain Name	Captain Cell
Rodman for Kids	BBQ / Warehouse	Marisa Collins	508.954.0285
Metrowest YMCA	Breakfast	Peter Waisgerber Amy Miller	508.887.6916 774.420.8504
Key Program	Communications	Ron Ardine	508.331.9913
Key Program	Communications	Kara Ludy	774.279.1791
RFK Community Alliance	Registration	Naomi LeBlanc	215.435.0799
Family Nurturing Center	Hospitality	Maxine Hall	857.222.5272
ConfiKids	Kids' Corner	Lynne Abbot Maddie Graceffa	508.577.2155 508.505.0972
Rodman for Kids/VPNE	Parking	Ephraim Norman Fortune Aikorogie	857.389.3552 781.469.9766
Friends of the Children - Boston	Parking Hospitality	Stacy DellOrfano	781.254.1009
South Shore YMCA	Rider T-Shirt Tent	Ervica Fanfan	857.308.9871
Rodman for Kids	Road Crew	Scott Favreau	978.895.7645
Rodman for Kids	Road Crew	Kevin Latina	978.866.3294
Boys & Girls Clubs of Dorchester	Finish Line	Hailey Cummings	781.812.7623
Key	Start Line	Meghan Bailey	508.320.5844
UMass Memorial	Volunteer Tent	Erin Phipps	845.527.9035
Big Brothers Big Sisters Central Mass	Waterstop #1	Dave Harelson	508.245.4340
Boys & Girls Club of Metro South	Waterstop #2	Monica Lombardo	508.728.6823
South Boston Neighborhood House	Waterstop #3	Mary Fiske	617.733.0270

EMERGENCY INSTRUCTIONS

IMPORTANT – PLEASE READ

In case of an emergency involving a rider or any other individual connected with the *Ride for Kids*, the following procedure is to be observed. By “**emergency**” we are referring to those injuries or medical situations which require treatment beyond that of standard first aid. Examples include (but are not limited to): heart attack, diabetic reactions, lacerations severe enough to require stitches, loss of consciousness, vomiting, severe allergic reactions, heat exhaustion, sprains or breaks, and collision with a motor vehicle. When in doubt of the severity of an injury, remember that it is better to fault on the side of caution. Please follow the procedures below.

STEP 1 **Call 911 Immediately**

***If for any reason you do not have a cell phone available, radio to communications and be prepared to give your address or landmarks closest to you so they may call 911 on your behalf.

STEP 2 Seek the attention of the nearest medic. Medics are stationed at each water stop and at Ride HQ. Apply appropriate first aid as the situation warrants and to your knowledge and ability. *In case of possible back, neck, or head injury, **DO NOT** move the injured party. Wait for medical professionals.*

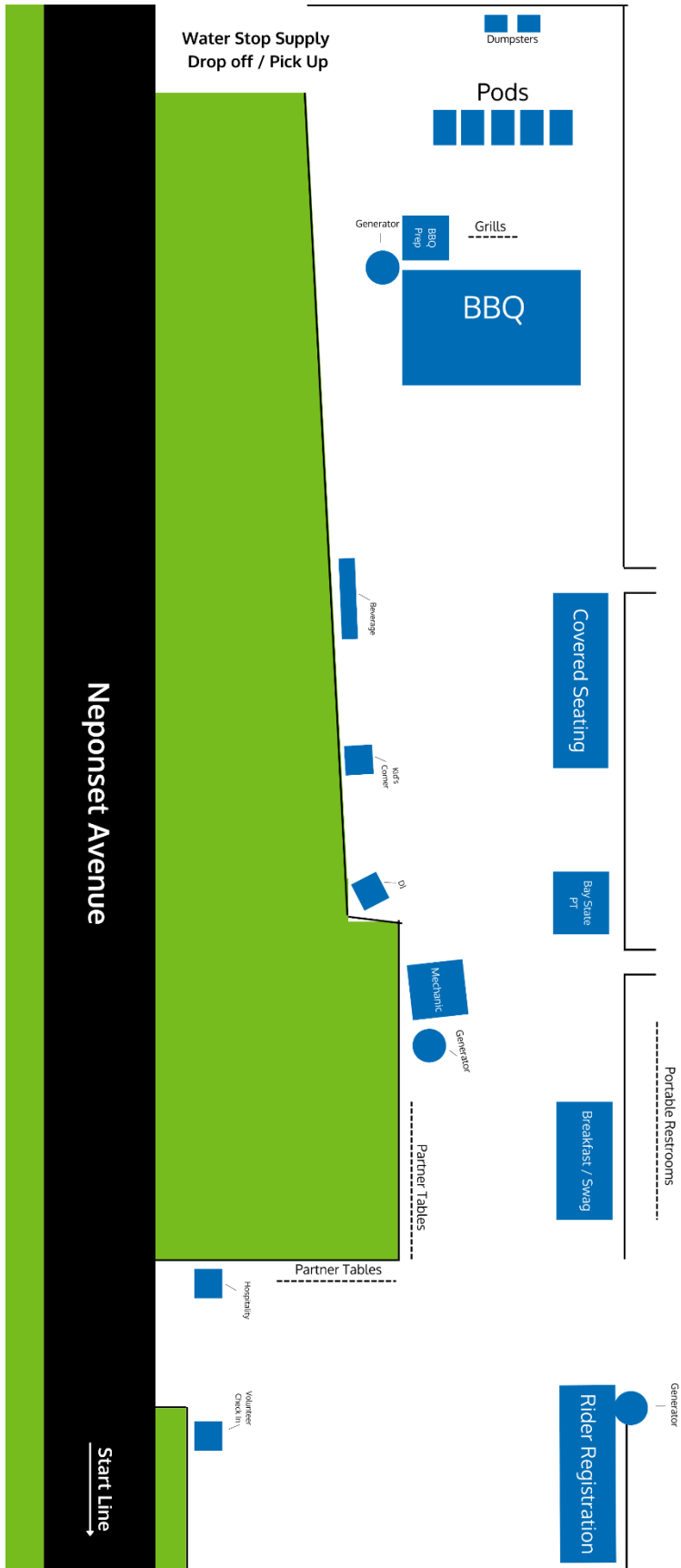
**If a rider refuses medical treatment for a sustained injury and wishes to continue with the Ride despite your recommendation to stop, ask the rider to turn in their bib number, effectively withdrawing from the Ride.

STEP 3 Call the Rider Emergency Line to report the issue to Communications. Be prepared to provide the injured party’s name & rider number when applicable, so their emergency contact may be notified. Once you have made the initial report over radio, please move the conversation to cell phone to free up the radio lines for other communication.

STEP 4 Fill out an incident report as soon as possible at the communications tent so the Ride for Kids will have documentation of the situation.

In any emergency situation, our first and only concern is for the well-being of the injured party.

Rodman Ride for Kids Site Map



PARKING & DIRECTIONS

PARKING TEAM

10 VPNE staff:

Captained by Ephraim Norman and Fortune Aikorogie.

Will handle all directing and parking of vehicles in all spots and location

8 Volunteers from Friends of the Children:

Serve as hospitality to welcome guests in lots and direct to pedestrian path

SCHEDULE

6:00am	2 VPNE staff to arrive – 1 at main lot, 1 at VIP
7:00am	8 VPNE staff arrive – pick up radios and golf cart
7:30am	6 parking hospitality volunteers arrive – check in to get shirts and CALL Mike Gonet’s cell for direction.
11:30am	Parking hospitality volunteer shifts end
3:00pm	VPNE shifts end

70 MECHANIC ST *MAIN PARKING LOT FOR RIDERS & VOLUNTEERS*

Anticipated # cars: up to 1,000

Time: 6:00am-3:00pm

Staff:

- 6 VPNE staff - (1) on mechanic at entrance, (1) at employee entrance, (4) strategically placed to direct traffic to open spots.
- 5 volunteers – directing guests to pedestrian path

Permit:

- Rider (R)
- Volunteer (V)
- Guests with no permit
- Schneider Electric Employees (special access to lot in right)

Special notes:

- Schneider Electric employees will show their employee badge for permission to turn right into the employee lot
- There is a team coming with a box truck containing rental bikes. Please park with some space away from other vehicles if possible so they have room to distribute the bikes.

11 NEPONSET AVE *VIP LOT*

Anticipated # cars: up to 75

Time: 6:00am-3:00pm

Staff:

- 1 VPNE, 1 volunteer

Permit:

- VIP
- Handicapped placard

ADDITIONAL VPNE POSTS

(1) Neponset Ave. & Mechanic St.

Monitor vehicles with permission to access closed road.

- **RC** - Road Crew vehicles will typically access Neponset Ave from the Chestnut end, but they are permitted via Mechanic.
- **VIP** – to access VIP lot
- Local Traffic - residents of 0-38 Neponset Ave. Pond Ave, Bradford Ave and Higher Addresses on Neponset Ave should enter Neponset from Chestnut Side.

(1) Neponset Ave at Bradford Ave. Entrance

- Monitor traffic entering/exiting Bradford and communicate with start & finish line staff to hold riders as needed

(1) Neponset Ave at AJT Entrance

- Monitor traffic entering/exiting AJT and communicate with start & finish line staff to hold riders as needed



FRIDAY SCHEDULE OVERVIEW

- 8:00am** Event Managers meet at HQ
- Set up breakfast for volunteers.
 - Review tasks/schedule for the day
- 9:00am** Heavy lifter crew arrives
- 10:00am** All scheduled volunteers report to registration tent - volunteers will be directed to specific tasks and captains.
- Volunteers begin with tasks including:
- Sorting and folding rider t-shirts
 - Setting up tables and chairs under tents
 - Hanging signs and decorating
 - Preparing rider registration envelopes
 - Folding rider cue sheets
 - Check on Road Crew/Water Stop Supply boxes
 - Warehouse organization & inventory
 - Sorting tee-shirts for water stops
 - Prepping BBQ area
 - Other tasks as needed
- Pick-ups and deliveries will take place throughout the day.
- 11:00am** Road Crew meets and begins training, receive box lunches
- 11:30am** Road Crew begins marking route – perform radio checks throughout the day.
- 12:00pm** Lunch delivered for volunteers
- 2:00pm** Goal time to have all HQ tasks completed

SATURDAY TIMELINE

6:00am Event Managers arrive and prepare HQ for volunteer arrival.

6:00am Breakfast volunteers arrive.

6:15am Breakfast volunteers Pick up breakfast at HoneyDew using cargo van.

7:00am Breakfast Items arrive.

Rider Registration volunteers arrive.

Warehouse is open & operational.

Communications opens.

Volunteer tent is open.

Parking Staff in place.

7:30am Breakfast tent opens.

7:45am Rider Registration begins.

8:00am Welcome tent opens/Hospitality volunteers in place.

Pinning Volunteers In place.

8:30am Start Line volunteers in place.

9:00am Start of 50 Mile Tour

9:30 am ESTIMATE: 50-milers begin arriving at WS1

9:30am ESTIMATE: Cut-off for 50-milers leaving HQ

10:00am ESTIMATE: 50-milers begin to arrive at WS2

10:15am **Start of 25 Mile Tour**

10:30am ESTIMATE: 50-milers begin to arrive at WS3

10:45am ESTIMATE: 25-milers begin arriving at WS1

ESTIMATE: Cut off for 25-milers leaving HQ

11:00am Registration Closes

Finish Line volunteers in place

Rider Swag Tent Opens

ESTIMATE: riders begin arriving at the Finish Line

11:30am BBQ Starts

3:00pm ESTIMATE: Last rider arrives at finish line

Breakdown begins (with permission of event managers)

2024 RODMAN RIDE FOR KIDS - 25 MILE

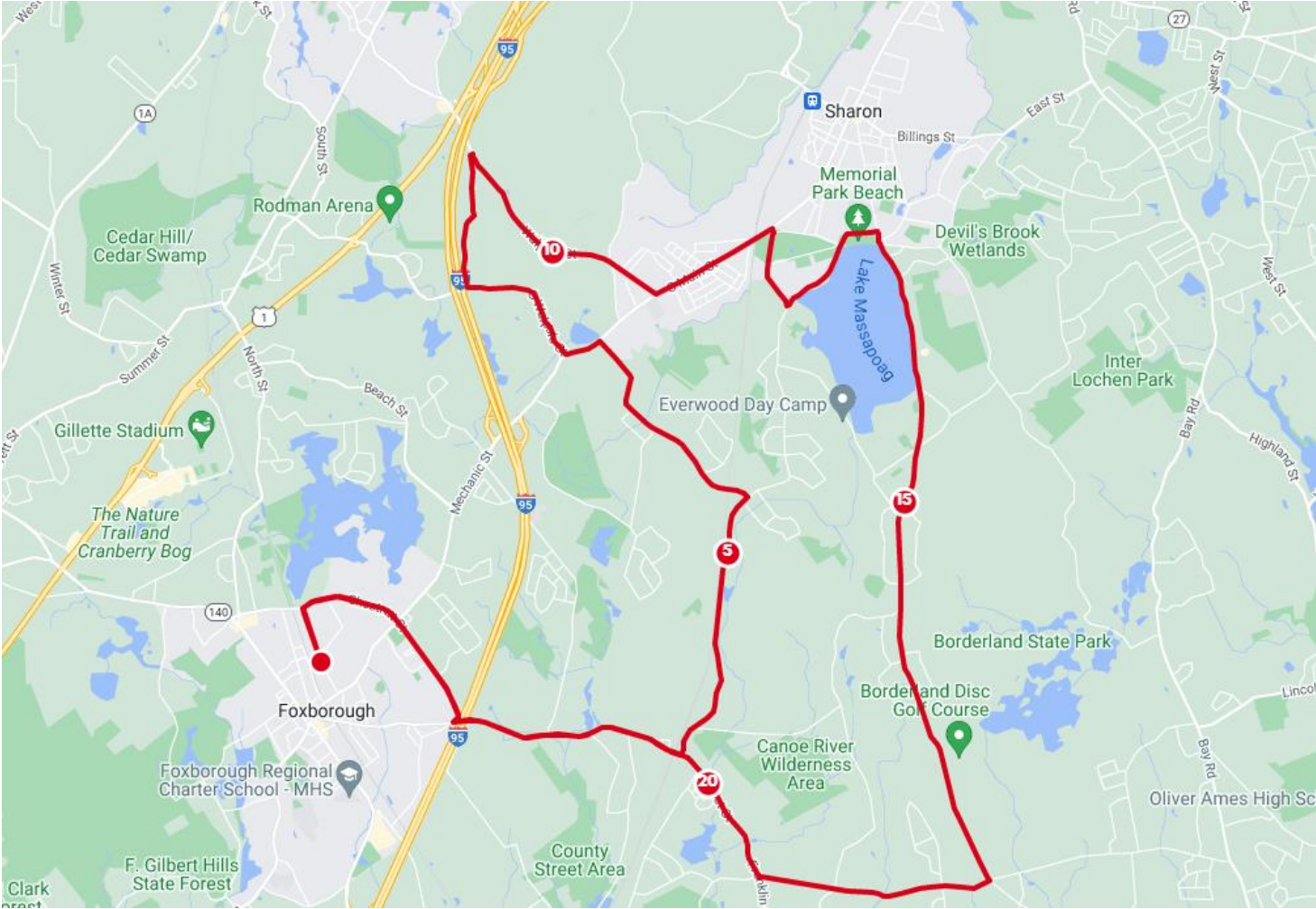
**If you are lost or need assistance, call:
908-239-6229 or 240-571-7620**

**If you have a medical emergency, call:
911**

Mileage	Directions & Landmarks	Town
0	<i>START LINE- 38 Neponset Street</i>	<i>FOXBORO</i>
.3	RIGHT onto Chestnut Street (Police Detail)	
1.0	Cross over Mechanic Street intersection	
1.8	LEFT onto Cocasset Street (Police Detail)	
3.4	LEFT onto East Street before island (Police Detail)	
5.3	LEFT onto Wolomolopoag Street (Police Detail) crossing two lanes	<i>SHARON</i>
6.8	LEFT onto South Main Street (Police Detail)	
7.1	RIGHT onto South Walpole Street	
8.0	RIGHT onto Pine Street	
8.5	Pine Street turns into Old Post Road	
8.9	RIGHT onto Walpole Street	
10.5	LEFT onto South Main Street (Police Detail)	
11.4	RIGHT onto East Foxboro Street (Police Detail)	
11.5	Bear RIGHT to stay on East Foxboro Street	
12.0	LEFT onto Beach Street (Police Detail) crossing two lanes	
12.7	WATER STOP on right at Memorial Park Beach	
	Turn RIGHT out of Water Stop Back onto BEACH STREET	
12.8	RIGHT at Stop Sign onto POND ST (Police Detail)	
12.9	Through rotary onto MASSAPOAG AVENUE (Police Detail)	
17.1	RIGHT onto ROCKLAND at stop sign Becomes MAPLE STREET	<i>EASTON</i>
19.1	RIGHT onto FRANKLIN STREET becomes East St. then becomes COCASSET STREET	<i>MANSFIELD</i>
20.1	pass under railroad bridge; then pass Foxboro VFW on right	<i>FOXBORO</i>
21.6	pass under ROUTE 95; then immediately turn RIGHT onto CHESTNUT STREET	
22.4	cross MECHANIC STREET	
23.1	LEFT onto Neponset	
23.6	FINISH LINE	

Routes are subject to change.

25 MILE ROUTE MAP



2024 RODMAN RIDE FOR KIDS - 50 MILE

If you are lost or need assistance, call:
908-239-6229 or 240-571-7620

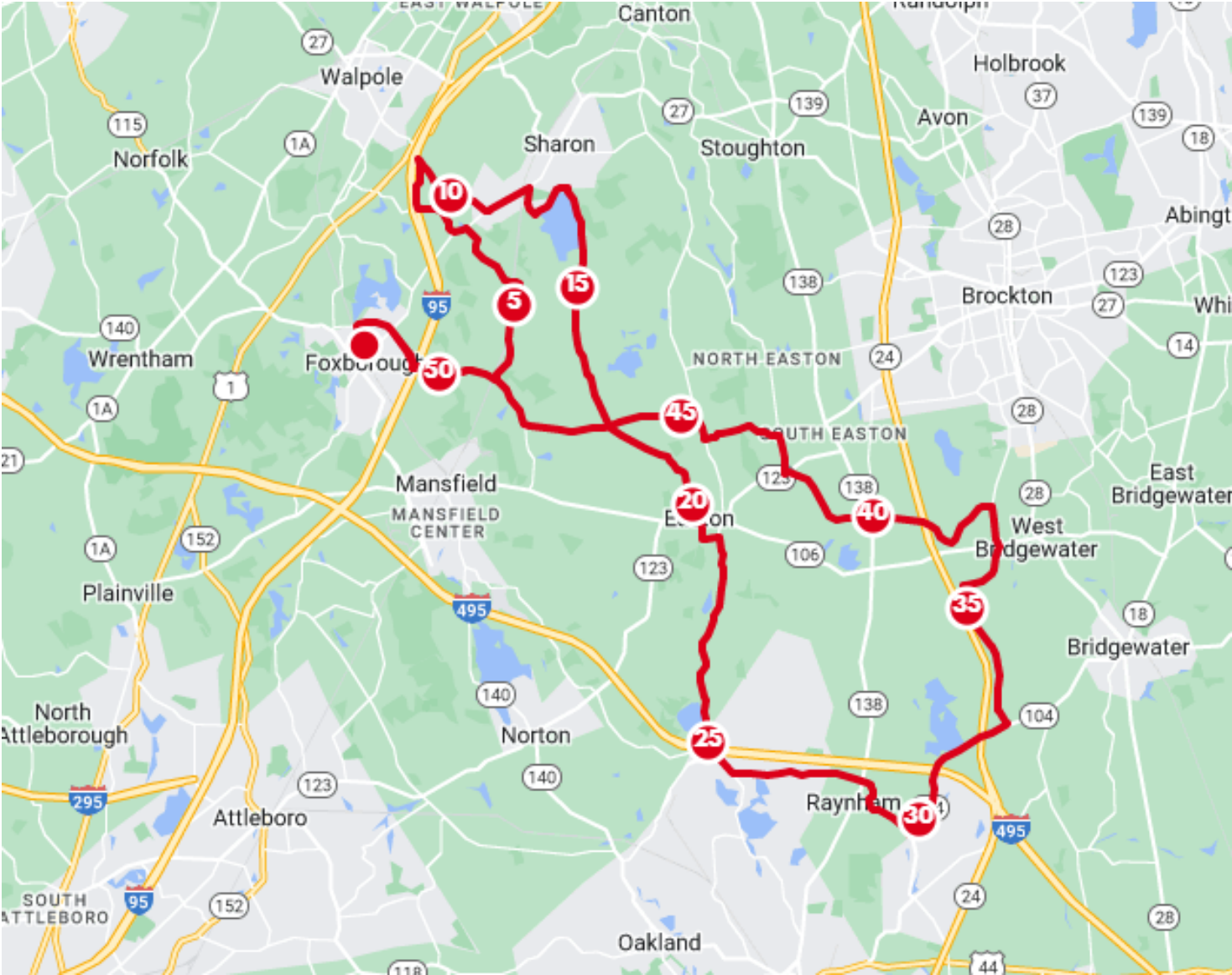
If you have a medical emergency, call:
911

Mileage	Directions & Landmarks	Town
0	START LINE- 38 Neponset Street	FOXBORO
.3	RIGHT onto Chestnut Street (Police Detail)	
1.0	Cross over Mechanic Street intersection	
1.8	LEFT onto Cocasset Street (Police Detail)	
3.4	LEFT onto East Street before island (Police Detail)	
5.3	LEFT onto Wolomolopoag Street (Police Detail) crossing two lanes	SHARON
6.8	LEFT onto South Main Street (Police Detail)	
7.1	RIGHT onto South Walpole Street	
8.0	RIGHT onto Pine Street	
8.5	Pine Street turns into Old Post Road	
8.9	RIGHT onto Walpole Street	
10.5	LEFT onto South Main Street (Police Detail)	
11.4	RIGHT onto East Foxboro Street (Police Detail) could eliminate if needed	
11.5	Bear RIGHT to stay on East Foxboro Street	
12.0	LEFT onto Beach Street (Police Detail) crossing two lanes	
12.7	WATER STOP on right at Memorial Park Beach (Police Detail) Turn RIGHT out of Water Stop Back onto BEACH STREET	SHARON
12.8	RIGHT at Stop Sign onto POND ST (Police Detail)	
12.9	Through rotary onto MASSAPOAG AVENUE (Police Detail)	
17.1	STRAIGHT onto MASSAPOAG AVENUE (Police Detail)	EASTON
19.7	RIGHT onto POQUANTICUT AVENUE	
21.1	LEFT onto SOUTH STREET	
21.4	CROSS ROUTE 106 (Police Detail)	
21.8	LEFT onto HIGHLAND STREET (Police Detail)	
22.2	RIGHT onto BAY ROAD	
23.5	Townline	NORTON
25.6	Townline	TAUNTON
25.9	cross over ROUTE 495	
26.8	WATER STOP on right at North Taunton Baptist Church	
26.9	LEFT on FIELD STREET (Police Detail)	
28.6	Town Line Taunton - FIELD STREET BECOMES CARVER STREET	
29.3	Cross Rte. 138 at Lights	
29.5	RIGHT onto OAK STREET	
29.9	LEFT onto CENTER STREET	
30.8	LEFT onto Rte. 104 at stop lights (Police Detail)	
32.1	Town Line RAYNHAM	RAYNAM
32.4	Town Line BRIDGEWATER	BRIDGEWATER
33.8	LEFT onto ELM STREET at traffic lights (Police Detail)	
35.5	ELM becomes SCOTLAND STREET at town line	
36.4	RIGHT onto SOUTH ELM STREET	

37.7	cross over ROUTE 106 onto NORTH ELM STREET (Police Detail)	
38.9	LEFT onto CRESCENT STREET	
39.5	RIGHT onto WEST STREET at stop sign	
40.3	CROSS MANLEY STREET	
40.5	WATER STOP on right at Cowlicks & Pigtails Preschool	
41.0	WEST STREET becomes PURCHASE STREET	EASTON
41.1	CROSS TURNPIKE STREET at stop sign and flashing light (Police Detail)	
41.2	CROSS Rte 138 (Caution Busy Road) (Police Detail)	
41.8	BEAR LEFT at stop sign continuing on PURCHASE STREET	
43.1	LEFT onto Rte. 123 (DEPOT STREET), Caution: Busy Street (Police Detail)	
43.2	RIGHT onto CENTER STREET at monument	
43.9	LEFT onto SUMMER STREET	
44.5	GO LEFT to stay on SUMMER STREET	
45.4	RIGHT onto BAY ROAD	
45.8	LEFT onto ROCKLAND at Easton Baptist Church (Police Detail)	
47.5	STRAIGHT onto ROCKLAND STREET Becomes MAPLE STREET at stop sign	
49.1	RIGHT onto FRANKLIN STREET becomes East St. Turns into COCASSET STREET	SHARON
50.1	Pass under railroad bridge then pass VFW on right	
51.6	Pass under Rte. 95 then immediately turn RIGHT onto CHESTNUT STREET	
52.4	Cross MECHANIC STREET	
53.1	LEFT onto Neponset	
53.6	FINISH LINE	

Routes are subject to change.

50 MILE ROUTE MAP



TOWNS THROUGH WHICH THE RIDE PASSES

25 Mile	50 Mile
Foxboro Sharon Easton	Foxboro Sharon Easton Norton Taunton Raynham Bridgewater West Bridgewater

ROAD CREW GUIDELINES

1. Your radio and other equipment **must** be signed out from Communications in the morning before departing and must be signed back in when you return in the afternoon on **both Friday and Saturday**. **Do not** leave your radio at Communications without having someone sign for it. **Do not** keep your radio overnight.
2. Remember to turn in your vehicle keys to the Road Crew captain on Friday when you return from marking the route. All Road Crew vehicles and keys **must** remain at Rodman For Kids (10 Lincoln Road) overnight – unless it is your own vehicle.
3. Bring a cooler.
4. Follow the rules of the radio. Please only initiate conversation if there is a problem or concern. Always be aware of what is being said on the radio – (a) in case someone is calling you; (b) in case you can help out with a given situation/problem; (c) so that you will be less likely to interrupt a conversation.
5. Decision making responsibilities are as follows:
 - Road Crew Captain: Kevin Latina
 - Communications Coordination: Ron Ardine
 - HQ Coordination: Amy Rossman, Jessica Feenan, and Marisa Collins
6. Please review your **EMERGENCY PROCEDURES** below. It is essential that you be familiar with the location of emergency facilities in route.
7. Be pro-active in caring for rider's needs. Watch for exhaustion and similar concerns, which might sneak up on a rider. Let's take good care of them and be a very **visible and audible sign of support**.
8. Please check in with the Road Crew captain at the end of your assignment to see if there is anything you can assist with.
9. Do not assume that you will be using the same vehicle on Saturday that you used on Friday –please remove all belongings from the vehicle you use on Friday.
10. In case of emergency or urgent need and you have been unable to reach Communications on your assigned band, there will be a second radio band available. This band is used by HQ staff (in order to help keep the airwaves as free as possible). Please **do not** use this option unless it is urgent. This is **not** intended to be a second band for general use.

ROAD CREW – COMMUNICATIONS & RADIO USE

You will need to know your section of the route *literally* backward and forward!

Road Crew receives direction and instructions primarily from the Road Crew Captain. Although it is the job the Communications Coordinator and his team to relay requests to the Road Crew from HQ, the HQ Coordinators are also authorized to make requests.

IMPORTANT: Road Crew must not accept requests or direction from anyone other than those listed in above. In the event that other requests are made of you by someone not listed above, you **MUST** contact the Road Crew Captain to confirm the request, and your availability to carry it out.

The two-way radios you will be using are for official use only. **DO NOT** use these for social conversation. Please keep the airwaves as clear as possible by using the following two rules of thumb: speak only **(1) if there is a problem or concern, or (2) if you are responding to an inquiry from the Road Crew Captain, Communications Team, HQ or a Waterstop.**

**PLEASE KEEP IN MIND THAT ALL ROUTE-BASED RADIOS ARE ASSIGNED TO ONE CHANNEL WHICH MEANS ONLY ONE CONVERSATION CAN TAKE PLACE AT A TIME.
KEEP CONVERSATIONS BRIEF & PURPOSEFUL.**

ROAD CREW ASSIGNMENTS

MOBILE UNIT	ASSIGNMENT DESCRIPTION	STAFFED BY
1	<p style="text-align: center;">Friday: Mark 50 mile route with MU2, MU3 from mile 33.8 (Elm St) to mile 47.5.</p> <p style="text-align: center;">Saturday: Check markings from 17.1 to WS2 (Taunton). Patrol 50 mile route from 17.1 to WS2 (Taunton).</p> <p style="text-align: center;">After last rider clears WS2, return to mile marker 14.4 (by 10:30) to direct 25 mile riders Right onto Maple.</p>	<p style="text-align: center;">Nina Norfleet (917) 373-6854</p> <p style="text-align: center;">Saturday – Nimah McKinney (214) 952-5615</p>
2	<p style="text-align: center;">Friday: Mark 50 mile route with MU1, MU3 from mile 33.8 (Elm St) to mile 47.5</p> <p style="text-align: center;">Saturday: Check markings from WS2 (Taunton) to WS3 (W. Bridgewater). Return to WS2 (Taunton) and patrol 50 mile route.</p>	<p>Hayden & York Phillips (508) 981-7582</p>
3	<p style="text-align: center;">Friday: Mark 50 mile route with MU1, MU2 from mile 33.8 (Elm St) to mile 47.5.</p> <p style="text-align: center;">Saturday: Check markings from WS2 (Tainton) to WS3 (W. Bridgewater). Return to WS3 (W. Bridgewater) and patrol 50 mile route.</p>	<p style="text-align: center;">Hunter Levitan (617) 981-9134</p> <p style="text-align: center;">Friday – Erika Lamere (617) 686-9301</p> <p style="text-align: center;">Saturday – Osaremen Okolo (781) 363-9150</p>
4	<p style="text-align: center;">Friday: Mark 50 mile route with MU5, MU6 from mile 17.1 to mile 33.8 (Elm St).</p> <p style="text-align: center;">Saturday: Check markings from WS2 (Taunton) to WS3 (W. Bridgewater). Return to WS2 (Taunton) and patrol 50 mile route.</p> <p style="text-align: center;">After last rider clears WS2 (Taunton), proceed to Massapoag Ave and await further instructions from Captain.</p>	<p style="text-align: center;">John Mastergeorge (603) 854-4244</p> <p style="text-align: center;">Olivia Shull (203) 512-0673</p>

<p>5</p>	<p>Friday: Mark 50 mile route with MU6, MU4 from mile 17.1 to mile 33.8 (Elm St).</p> <p>Saturday: Check markings from WS3 (W. Bridgewater) to HQ. Go to 17.1 mile marker at Massapoag Ave and direct 50-mile riders to continue straight on Massapoag.</p> <p>After last rider passes 17.1, return to WS2 (Taunton) and patrol 50 mile route. Keep open communication with Captain.</p>	<p>Kelley Ciapma (978) 332-2643</p> <p>Friday – Claudia Mintz (978) 290-2111</p> <p>Saturday – Hannah Finn</p>
<p>6</p>	<p>Friday: Mark 50 mile route with MU5, MU4 from mile 17.1 to mile 33.8 (Elm St).</p> <p>Saturday: Check markings from 17.1 to WS3 (W. Bridgewater). Return to 17.1 and await instructions from Captain.</p> <p>After last 50 mile rider passes 17.1, return to HQ for start of 25 mile. Patrol HQ-17.1 mile marker.</p>	<p>Kyle Schofileld (617) 981-5036</p> <p>Friday - Gina Gruz (857) 222-6242</p> <p>Saturday – Rose Belice (857) 269-7614</p>
<p>7</p>	<p>Friday: Mark 25 mile route with MU8, Lag1 & Lag2 from START LINE to FINISH LINE.</p> <p>Saturday: Patrol 25 mile route from WS1 (Sharon) to mile marker 17.1.</p>	<p>Ashley Place (704) 910-7415</p> <p>Friday – Peter Waisgerber (508) 887-6916</p> <p>Saturday – Ashleigh O’Halloran (774) 278-8425</p>
<p>8</p>	<p>Friday: Mark 25 mile route with MU7, Lag1 & Lag2 from START LINE to FINISH LINE.</p> <p>Saturday: Patrol 25 mile route from HQ to WS1 (Sharon).</p>	<p>Idalia & Lala Grant (857) 352-6957</p>

<p>LAG 1</p>	<p>Friday: Mark 25-mile route with MU7 & MU8, & Lag2 from START LINE to FINISH LINE.</p> <p>Saturday: Authorization to begin lagging 50 mile tour will come from Start Coordinator. Follow the last 50 mile rider.</p> <p><u>BEGIN REMOVING SIGNS AFTER TAKING LEFT ONTO ROCKLAND AT 17.1 MILE MARKER. DO NOT REMOVE SIGNS BEYOND MILE MARKER 47.5 WITHOUT CAPTAIN'S PERMISSION.</u></p> <p>Continue to lag 50 mile riders. Maintain contact with Captain.</p>	<p>Joanna Davis (978) 855-3134</p> <p>Ashley Marra (774) 545-6315</p>
<p>LAG 2</p>	<p>Friday: Mark 25-mile route with MU7, MU8 & Lag 1 from START LINE to FINISH LINE.</p> <p>Saturday: Authorization to begin lagging 25 mile tour will come from Start Coordinator. Follow the last 25 mile rider.</p> <p>BEGIN REMOVING SIGNS IMMEDIATELY. DO NOT REMOVE SIGNS AFTER MILE MARKER 17.1 WITHOUT CAPTAIN'S PERMISSION.</p> <p>Continue to lag 25 mile riders. Maintain contact with Captain.</p>	<p>Brad Alkire (559) 392-9801</p> <p>Sue Helper (857) 636-0660</p>
<p>9</p>	<p>ROUTE COORDINATOR – 25 Mile</p> <p>Friday: After giving route marking crews 60-90 minute head start, check route markings on the 25 mile route from START to FINISH.</p> <p>Saturday: Overall coordination, assisting all parts of all 25 mile route. Will patrol and direct route</p>	<p>Kevin Latina (978) 866-3294</p> <p>Christian Kelley</p>
<p>10</p>	<p>ROUTE COORDINATOR – 50 Mile</p> <p>Friday: After giving route marking crews 60-90 minute head start, check route markings on the 50 mile route from START to FINISH.</p> <p>Saturday: Overall coordination, assisting all parts of all 50 mile route. Will patrol and direct route</p>	<p>Scott Favreau (978) 895-7645</p> <p>Nick Edmunds</p>

WATERSTOP OVERVIEW

WS#	HOST PARTNER	TOWN / LOCATION	ROUTES SERVED (MILE MARKER)	# RIDERS SERVED (BASED ON 600 RIDERS OVERALL)	HOURS OF OPERATION
1	Big Brothers Big Sisters of Central Mass	<i>Sharon</i> Memorial Park Beach	25 (mile 12.7) 50 (mile 12.7)	600	8:00am- 12:30pm
2	Boys & Girls Clubs of Metro South	<i>Taunton</i> North Taunton Baptist Church	50 (mile 26.8)	250	10:00am- 12:30pm
3	South Boston Neighborhood House	<i>West Bridgewater</i> Cowlicks & Pigtailes Preschool	50 (mile 40.5)	250	10:00am- 2:30pm

WATERSTOP #1

Location: Memorial Beach Park
Beach Street - Sharon

Placement: In parking lot – on the pavement.

Restrooms: Recreation staff will open the gate & restroom facilities by 7:00am.
**Call an event manager at Ride HQ immediately if they are not open.

Volunteers Required (non-spotters): 40

Spotters: 8

Additional Volunteers: 1 CPR & First Aid Certified, 2 able to make minor bicycle repairs

Schedule/Tasks:

2-4pm (Friday)	WS Captain and 2+ volunteers report to loading dock with 2 agency-supplied van/trucks. WS Captain report to Communications tent to pick up 2-way radio. Shut off radio until Saturday morning.
7:00am	WS Captains arrive and begin to stage site
9:00am	All spotter volunteers in assigned positions. All non-spotter volunteers are present at WS and ready to assist with set-up of materials. <i>Materials to be supplied by Ride HQ:</i> <ul style="list-style-type: none"> ● (3) Pop-Up Tents ● (5) 8' banquet tables ● (12) orange cones ● (3) bike racks ● Food/drink for riders ● Medical Kit (*Recommended that medic brings additional supplies) ● Banner ● Two-way radio (for use by WS Captain only) ● 6 Spotter vests ● Toolkit ● List of Emergency Procedures/numbers <i>Materials to be supplied by Partner:</i> <ul style="list-style-type: none"> ● Chairs ● Food/drink for volunteers ● Decorations ● Food prep items (cutting boards, knives, coolers, etc.) ● Ice
9:30am	Riders begin to pass WS1. <ul style="list-style-type: none"> ● Serve food & beverage to riders, assist with mechanical and first aid needs ● Enthusiastically greet riders and thank them for riding
12:30pm	All riders should have passed WS1. <u>Once Lag Van Passes</u> , radio Route Captain for permission to close. <i>Closing WS:</i> <ul style="list-style-type: none"> ● Break down tables and chairs ● Remove banner. Banner does not need to be returned to HQ. ● Leave the WS site cleaner than you found it – no trash, supplies, etc. should be left behind. ● Return all supplies to the Warehouse – please assist with off-loading. ● Return radio to Communications

WATERSTOP #2

Location: North Taunton Baptist Church
Bay Street, Taunton

Placement: Parking lot

Restrooms: 4 portable restrooms (including 1 wheelchair accessible) to be delivered to site by 9:00am.
**Call an event manager at Ride HQ immediately if the delivery is not made on time.

Volunteers Required (non-spotters): 20

Spotters: 0

Additional Volunteers: 1 CPR & First Aid Certified, 1 able to make minor bicycle repairs

Schedule/Tasks:

2 pm-4pm <i>(Friday)</i>	WS Captain reports to Warehouse with agency supplied vehicles to load supplies for WS1. WS Captain picks up 2-way radio from Communications.
9:30am	All volunteers are present at WS and ready to assist with set-up of materials. <i>Materials to be supplied by Ride HQ:</i> <ul style="list-style-type: none"> ● (1) 8' banquet tables ● Food/drink for riders ● Medical Kit (*Recommended that medic brings additional supplies) ● Banner ● Tool Kit ● List of Emergency Procedures/numbers ● Two-way radio (for use by WS Captain only) <i>Materials to be supplied by partner:</i> <ul style="list-style-type: none"> ● Chairs ● Food/drink for volunteers ● Decorations ● Food prep items (cutting boards knives, coolers, etc.) ● Ice
10:00am	Riders begin to pass WS2. <ul style="list-style-type: none"> ● Serve food & beverage to riders, assist with mechanical or first aid needs Cheerfully and Enthusiastically greet riders and thank them for riding.
12:30pm	All riders should have passed WS2. <u>Once Lag Van Passes</u> , call Route Captain for permission to close. <i>Closing WS:</i> <ul style="list-style-type: none"> ● Break down tables and chairs ● Remove banner. Banner does not need to be returned to HQ. ● Leave the WS site cleaner than you found it – no trash, supplies, etc. should be left behind. ● Return all supplies to the Warehouse – please assist with off-loading. ● Return radio to Communications

WATERSTOP #3

Location: Cowlicks & Pigtails Preschool
395 West Street – West Bridgewater

Placement: In front of the building – using the parking lot and the grass

Restrooms: 4 portable restrooms (including 1 wheelchair accessible) to be delivered to site by 10:00am.
**Call an event manager at Ride HQ immediately if the restrooms are not there upon arrival

Volunteers Required (non-spotters): 10

Spotters: 5

Additional Volunteers: 1 CPR & First Aid Certified, 1 able to make minor bicycle repairs

Schedule/Tasks:

2-4pm <i>(Friday)</i>	WS Captain reports to Warehouse with agency supplied vehicles to load supplies for WS5. WS Captain picks up 2-way radio from Communications.
9:30am	All non-spotter volunteers are present at WS and ready to assist with set-up of materials. <i>Materials to be supplied by Ride HQ:</i> <ul style="list-style-type: none"> ● (3) 8' banquet tables ● (2) Bike racks ● Food/drink for riders ● Medical Kit (*Recommended that medic brings additional supplies) ● Banner ● Tool Kit ● Two-way radio (for use by WS Captain only) ● List of Emergency Procedures/numbers ● Spotter vests <i>Materials to be supplied by Partner:</i> <ul style="list-style-type: none"> ● Chairs ● Food/drink for volunteers ● Decorations ● Food prep items (cutting boards knives, coolers, etc.) ● Ice
10:00am	All spotter volunteers in assigned positions.
10:30am	Riders begin to pass the WS2 <ul style="list-style-type: none"> ● Serve food & beverage to riders, assist with mechanical or first aid needs ● Enthusiastically greet all riders and thank them for riding.
2:30pm	All riders should have passed WS2. <u>Once Lag Van Passes</u> , call Route Captain for permission to close. <i>Closing WS:</i> <ul style="list-style-type: none"> ● Break down tables and chairs ● Remove banner. Banner does not need to be returned to HQ. ● Leave the WS site cleaner than you found it – no trash, supplies, etc. should be left behind. ● Return all supplies to the Warehouse – please assist with off-loading. ● Return radio to Communications

SHORTCUT DIRECTIONS FROM HQ-WATERSTOPS

HQ > WS1 (Memorial Park Beach, Sharon)

Turn left on Mechanic St. (turns into S. Main St.)	4.2 mi
Turn right on Foxboro Rd.	144 ft.
Take a quick left onto Gunhouse St.	.5 mi
Turn left onto Beach St.	.2 mi

HQ > WS2 (Cowlicks & Pigtails Preschool – 395 West St. West Bridgewater)

Turn left onto Mechanic St.	.4 mi
Turn right onto Chestnut St.	.8 mi
Turn left onto Cocasset St. (Becomes East St, then Franklin St.)	2.6 mi
Turn left onto Maple St. (turns into Rockland)	2.9 mi
Turn right onto Bay Rd.	1.4 mi
Turn left onto Cross St.	.3 mi
Turn left onto Rte. 123	1.1 mi
Take right onto Purchase St.	.4 mi
Turn right to stay on Purchase St. (turns into West St.)	2.2 mi

HQ > WS3 (North Taunton Baptist Church – 1940 Bay St, Taunton)

Turn right on Mechanic St.	.5 mi
Go around the rotary and take your 5 th exit onto Central St, Rte. 140S (Becomes Commercial St.)	1.4 mi
Take Rte. 95S toward Providence	1.7 mi
Take 12A for Rte. 495S toward Cape Cod	8.4 mi
Take exit 25 for Bay St. toward Taunton	.7 mi

HQ SPOTTER LOCATIONS - OUTBOUND

8:15 AM – 10:30 AM

Location	#	
	Spotters	Reason
Chestnut St & Mechanic St.	2-3	riders crossing Mechanic
Chestnut St. & Cocasset St.	2-3	riders turning left onto Cocasset St.
Chestnut St. & Neponset St.	2-3	riders leaving HQ
Cocasset St. & East St.	2-3	riders turning left onto East St. - easy turn to miss

9:30 AM – 11:30 AM

Chestnut St & Mechanic St.	2-3	riders crossing Mechanic
Chestnut St. & Cocasset St.	2-3	riders turning left onto Cocasset St.
Chestnut St. & Neponset St.	2-3	riders leaving HQ
Cocasset St. & East St.	2-3	riders turning left onto East St. - easy turn to miss

11:00 AM – 1:00PM

Chestnut St & Mechanic St.	2-3	riders crossing Mechanic
Chestnut St. & Cocasset St.	2-3	riders turning left onto Cocasset St.
Chestnut St. & Neponset St.	2-3	riders leaving HQ
Cocasset St. & East St.	2-3	riders turning left onto East St. - easy turn to miss

12:30PM – 2:30PM

Chestnut St & Mechanic St.	2-3	riders crossing Mechanic
Chestnut St. & Cocasset St.	2-3	riders turning left onto Cocasset St.
Chestnut St. & Neponset St.	2-3	riders leaving HQ
Cocasset St. & East St.	2-3	riders turning left onto East St. - easy turn to miss

POLICE DETAILS

City/Town	Road/Intersection	Time	Notes/Information
FOXBORO	Neponset & Chestnut	7:00am-3:00pm	Neponset Ave closed, riders turning right onto Chestnut on departure, left onto Neponset on return.
FOXBORO	Neponset & Mechanic	7:00am-3:00pm	Neponset Ave. closed.
FOXBORO	Chestnut & Cocasset	9:00am-11:30am	riders turning left onto Cocasset
FOXBORO	Cocasset & East	9:00am-11:30am	riders turning left onto East
FOXBORO	70 Mechanic	7:00am-3:00pm	entrance to event parking
SHARON	E. Foxboro & Wolomolopoag	9:00am-12:00pm	riders turning left onto Wolomolopoag
SHARON	Wolomolopoag & S. Main	9:00am-12:00pm	riders turning left onto S. Main
SHARON	Walpole & S. Main	9:15am - 12:30pm	riders turning left onto S. Main
SHARON	S. Main & E. Foxboro	9:15am-1:00pm	riders turning right onto E. Foxboro <i>*lowest priority in Sharon</i>
SHARON	E. Foxboro & Beach	9:30am-1:00pm	riders turning left onto Beach
SHARON	Beach & Pond	9:30am-1:30pm	riders turning right onto Pond - busy intersection
SHARON	Massapoag Rotary	9:30am-1:30pm	riders passing through rotary onto Massaposag
SHARON	Beach at Memorial Park beach Entrance	10:00am-2:00pm	entrance to busy waterstop
EASTON	Massapoag Ave. & Rockland St.	10:00am-2:00pm	busy intersection
EASTON	South & 106	10:00am-2:00pm	riders crossing 106
EASTON	South & Highland	10:00am-2:00pm	riders turning left on Highland
EASTON	Purchase St. & Turnpike St.	10:30am-2:30pm	riders crossing Turnpike
EASTON	Purchase & 138	10:30am-2:30pm	riders crossing 138
EASTON	Purchase & 123	10:30am-2:30pm	riders turning left onto 123
EASTON	Rockland & Bay	11:00am-3:00pm	riders turning left onto Rockland
TAUNTON	Bay Street & Field Street	10:00am-2:00pm	riders turning left off of busy road
RAYNHAM	Center St. & Rte. 104	9:30am-11:30am	riders turning left onto Rte. 104

VOLUNTEERS - FRIDAY SET-UP

Overview

Prepare HQ site for event day

Friday Number of Volunteers: 30+

Time: 10:00am-4:00pm

Special Requirements

- Some volunteers with the ability to lift heavy boxes/items required
- Some volunteers with ability to stand for majority of shift are required.

Specific Tasks

- Sorting and folding Rider and volunteer t-shirts
- Setting up tables and chairs under tents
- Hanging signage and decorating
- Preparing rider registration packets
- Folding rider cue sheets
- Warehouse organization & inventory
- Sorting t-shirts for Water Stops
- Pick-ups and deliveries as needed
- Other task as needed

VOLUNTEERS - WAREHOUSE

Overview

Inventory, prepare and distribute supplies. Ensure that all waterstops depart with all necessary food, beverage and supplies, and that all units are off-loaded at the end of the day. Organize and keep inventory of all supplies during and at the conclusion of the event.

Friday Number of Volunteers: 3

Time: all day

Special Requirements

- Ability to lift heavy boxes/items

Specific Tasks

- Receive, confirm inventory, and track all deliveries to warehouse
- Move lunches for road crew from refrigerator truck to communications
- Organize and mark items for distribution to water stops, mobile units and tents (tables, food, drink, signs, paper goods, first aid kits, trash bags, etc.)

Saturday Number of Volunteers: 3-5

Time: 6:00am until end of clean-up

Special Requirements

- Ability to lift heavy boxes/items

Specific Tasks

- Move lunches for road crew from refrigerator truck to communications
- Maintain communication with event managers regarding low inventories or other issues
- Work with Ride HQ and captains to coordinate transfer of items from one location to another as necessary
- Document quantity of items returned from each water stop/mobile unit
- Create inventory of all remaining items at the end of the day
- Load all supplies onto PODS or truck for shelter delivery at end of day.

VOLUNTEERS – COMMUNICATIONS

Overview

Maintain and ensure effective communication between all event managers and, primarily, the road crew and start line.

Saturday **Number of Volunteers:** 2-4

Time: 6:30am – 3:00pm

Specific Tasks

- Distribute 2-way radios to volunteer captains other designated staff
- Track radio distribution/who has equipment
- Serve as a primary point of contact at HQ for emergencies
- Seve as a liaison between the Road Crew and HQ
- Communicate any concerns or issues with appropriate volunteer captains
- Track location of lag vehicles
- Pack up all radios and equipment at the end of the day and return to ride office ready to ship.

VOLUNTEERS – PARKING HOSPITALITY

Overview

Serve as the first point-of-contact for riders, volunteers and guests. Provide a warm welcome and instructions for getting to registration.

Saturday **Number of Volunteers:** 8

Time: 7:30am-11:30am

Special Requirements

- Ability to stand for duration of shift

Specific Tasks

- Welcome all guests as they exit vehicles and direct them to the pedestrian path/HQ as needed.
- Work in conjunction with professional parking crew from VPNE.
- Assist with directing of cars, only as requested.

VOLUNTEERS – VOLUNTEER TENT

Overview

Serve as a check-in point for all HQ volunteers. Provide hospitality and information to volunteers.

Saturday **Number of Volunteers: 2**

Time: 7:00am-2:30pm

Specific Tasks

- Welcome and check-in volunteers
- Ensure that each volunteer signs a waiver.
- Direct volunteers to their designated tasks/locations.
- Distribute volunteer t-shirts to registered volunteers only
- Ensure HQ Spotters have their assigned location, directions, a cowbell, and a goody bag.
- Ensure finish line cheering volunteers have a cowbell.
- Anticipate unfilled volunteer assignments and take action to fill them by reassigning volunteers, asking other volunteers to take on an extra shift, etc.
- Report potential issues to the appropriate captains or event managers.
- Accurately track and document volunteer attendance. Turn all info into a Ride Manager at the end of the event.

Closing Down

When you leave your tent/area for the day, the only thing left should be tables & chairs stacked under the tent.

- Collapse tables & chairs and stack them under tent for pick-up. Bring linens to Warehouse.
- Return all supplies, boxes, toolkits, etc. to assigned location in Warehouse
- Take down all signs and banners and bring to assigned location in Warehouse
- Put all trash in garbage bag and tie shut. Sweep your tent/area. (Push brooms will be located in Warehouse. Please return the broom when you are done sweeping.)

VOLUNTEERS – HOSPITALITY

Overview

Serve as a central point of information for all Ride participants and guests. Maintain Lost & Found.

Saturday # Volunteers: 4-6

Time: 7:30am – 3:00pm

Specific Tasks

- Provide cheerful greeting to all participants and guests as they arrive and direct them to the appropriate check-in areas and amenities as necessary.
- Provide general event information as requested.
- Direct riders to registration and other locations by standing with signage throughout HQ.
- Maintain lost & found box – turn in all remaining items to Ride HQ after the event
- Communicate concern & issues with event managers as necessary

Closing Down

When you leave your tent/area for the day, the only thing left should be tables & chairs stacked under the tent.

- Collapse tables & chairs and stack them under tent for pick-up. Bring linens to Warehouse.
- Return all supplies, boxes, toolkits, etc. to assigned location in Warehouse
- Take down all signs and banners and bring to assigned location in Warehouse
- Bring lost & found bin to Warehouse
- Put all trash in garbage bag and tie shut. Sweep your tent/area. (Push brooms will be located in Warehouse. Please return the broom when you are done sweeping.)

VOLUNTEERS – BREAKFAST

Overview

Organize and maintain set-up of all food and beverage items in the breakfast tent. Ensure that all riders and volunteers have access to breakfast.

Saturday **# Volunteers:** 6-8

Time: 6:00am – 10:30am

Special Requirements

- Ability to stand for duration of shift

Specific Tasks

- Pick-up coffee, bagels, etc. from Honey Dew donuts no later than 6:15am
- Unload breakfast delivery at HQ
- Work to have tent set-up and ready by 7:30 am
- Replenish food, water, ice, etc. as necessary to ensure there is always enough for all participants and volunteers.
- Maintain neatness/cleanliness of tent
- Prepare all trash and boxes for pick-up by trash team (please break boxes down)
- Anticipate shortages of food/beverage and notify appropriate event manager in a timely fashion.

Closing Down

The breakfast tent will convert to the Rider Swag tent. When you leave your tent/area for the day, the only thing left should be the tables. Clean up tent and return all extra food/beverage to appropriate locations (refrigerator truck, box truck, warehouse, BBQ tent, etc.) as instructed by BBQ Manager.

- Remove and bag table linens and bring to Warehouse.
- Collapse tables & chairs and stack them under tent for pick-up
- Return all supplies, boxes, toolkits, décor, etc. to assigned location in Warehouse
- Take down all breakfast-specific signs and banners and bring them to the assigned location in Warehouse
- Place all trash in garbage bag and tie closed. Sweep your tent/area. (Push brooms will be located in the Warehouse. Please return the broom when you are done sweeping.)

VOLUNTEERS – RIDER REGISTRATION

Overview

Register and collect donations from all riders

Saturday 7:00am – 11:00am

Specific Tasks

- Set up registration stations
- Have registration fully functioning by 7:45am
- Greet and check-in all riders
- Provide riders with bibs and cue sheets for their route
- Direct riders to breakfast, mechanics, and other facilities as needed
- Track all check-ins
- Accept donations & ensure security of all donations

Closing Down

When you leave your tent/area for the day, the only thing left should be tables & chairs stacked under the tent.

- Collapse tables & chairs and stack them under tent for pick-up. Bring linens to Warehouse.
- Return all supplies, boxes, toolkits, etc. to assigned location in Warehouse
- Take down all signs and banners and bring to Warehouse
- Put all trash in garbage bag and tie shut. Sweep your tent/area. (Push brooms will be located in Warehouse. Please return the broom when you are done sweeping.)
- Turn in all donation envelopes, flash drive, and laptop to Jessica.
- The only thing remaining in your tent should be the stacked tables & chairs.

Schedule

7:00am	Arrive & Set up
7:15am	Training
7:45am	Registration begins
9:00am	50-mile Start <i>*After all 50-milers have left, remove all 50-mile cue sheets & extra bibs, and replace with 25-mile cue sheets & extra bibs</i>
10:15am	25-Mile Start
10:45am	Clean-up Registration tent <i>*Do not leave until Registration captain gives permission.</i>

VOLUNTEERS – RIDER REGISTRATION (cont'd)

CHECK-IN PROCEDURES:

Rider Packets are arranged alphabetically by last name and are divided equally between 10 stations.

When a rider approaches you, ask for their last name, and find his registration packet. If the rider does not have a registration packet, direct him to the *troubleshooting* station.

***Instructions below correlate with the example envelope below and sheet on the next page.*

1. Verify

- Verify the rider's name
- Verify the rider's emergency contact name and number. Confirm the emergency contact is available today, is not another rider, and that the listed number is NOT THE RIDER'S CELL PHONE #. Write in new contact info if needed.
- Verify the rider's Route Length
 - If a rider is keeping the listed Route length, mark "Route Length Confirmed"
 - If a rider is changing his Route Length, mark "Route Length Changed"
 - If a rider changes his route length, he will need to be assigned a new rider number that corresponds with the new route. Direct the rider to troubleshooting – be sure the rider takes the registration packet with him.

2. Waiver

- Have the rider read and sign the waiver.
- Be sure to use the special waiver for riders under the age of 18. Attach under 18 waiver to the packet.
*Riders under 12 are not permitted.

3. Donations

- If a rider would like to turn in cash or check donations, use a donation envelope.
- Record the rider's name, and Partner Organization/Team on the envelope
- Total up cash and checks the rider is turning in and write the total in the designated box.
- Have the rider initial to confirm the amount is correct.
- Seal the envelope and staple to the packet.

4. Finishing Up

- Remove the bib from the packet and give it to the rider. Pinner are available to assist with attaching the numbers – please direct riders away from the registration tent to the pinner.
 - Make sure the rider is aware of the proper placement of the bibs. They are to be worn on the back at all times. When removing or adding layers, bib should be moved as well.
- Place the packet in your "out" box.

DONATION ENVELOPE

Rider Name	<input type="text"/>	Partner Org/ Team	<input type="text"/>
3 Donations	Total Checks & Cash Enclosed	\$	<input type="text"/>
	Initial to verify amount listed above is accurate.		
	<input type="text"/> Rider Initials	<input type="text"/>	Registration Volunteer Initials

RIDER REGISTRATION SHEET



2024
RIDE FOR KIDS
RIDER
REGISTRATION

1

VERIFY

Route Length
Confirmed

- or -

Route Length
Changed

New
Length

New
Bib #

****If ROUTE LENGTH CHANGED, assign rider a new number corresponding with rider's new route length. Be sure to write the new route length and new rider number above.**

Walk-in
Registration

2

WAIVER

I, (name) _____, am participating in the *Rodman Ride For Kids* on Saturday, September 21, 2024, and state that have no known medical conditions which would indicate that I should not participate. I waive and/or release any and all claims against any agent, employee, representative, person, or entity in any way affiliated with any agency, sponsor, municipality or individual connected with the *Rodman Ride for Kids* for any injury, loss or damage arising from my participation both active and passive in the *Rodman Ride For Kids*. I hereby give my permission for my image or for that of any of my children (under the age of 18) to be used in any photo, film or video tape of the event for any purpose. In so doing, I agree to abide by all directives, rules and regulations, both verbal and written set forth by the organizers of the *Rodman Ride for Kids*.

RIDER'S SIGNATURE:

September 21, 2024

NOTES:

VOLUNTEERS – RIDER REGISTRATION (cont'd)

REGISTRATION TROUBLESHOOTING:

Walk-In Registrations

- If a rider does not have a registration packet, he is considered a “walk-in”
- Grab an un assigned bib number. Be sure the color corresponds to the correct Route Length.
- Grab a blank registration sheet, and write in:
 - Rider # (found on bib you just grabbed)
 - Rider name (Last, First)
 - Route Length
 - Emergency Contact Name and Phone
 - Partner Organization and/or Team Name
- Follow typical registration instructions from step 2.

Route Length Changes

- If a rider changes their Route Length, they will need a new bib number that corresponds to their Route.
- The rider should be coming to the troubleshooting station with their registration packet in-hand.
- Grab a blank bib number. Be sure the color corresponds with their new Route Length.
- Put a line though the old rider # and route length on the envelope, and write in the new ones in the appropriate Verify boxes.
- The original (unused) bib # can stay attached to the packet.
- Follow typical registration instructions from step 2.

REGISTRATION TRACKING PROCEDURES:

- Collect rider packets from each station’s outbox periodically.
- On the master check-in spreadsheet, put an X in the “Checked In” column next to each rider number to indicate the rider has checked in.
- Look for packets with:
 - “walk in” checked
 - “route length change” checked
 - **remember a route length change will ALWAYS mean a rider # change
 - Any hand-written changes to the top box (ie: Emergency contact, Route Length, Rider #)
- If a new emergency contact or phone # is written on the envelope, update that information in the appropriate columns.
- If a new Route Length has been assigned, indicate the new length in the “NEW Route Length” column
- If a new Rider # has been assigned, indicate the new number in the “ACTUAL Rider #” column
- Place a check mark in the top left corner of the rider packet to indicate it has been recorded.
- Be sure any packets with donations are kept secure and turned in to the Registration captain.

Registered			checked	REGISTERED	NEW			
Rider #	Last Name	First Name	in	ACTUAL Rider #	route length	route length	Emergency Contact	Emergency Phone
0007	Abreu	Katie		0007	25		Larry Abreu	781-413-4426
0008	Ahern	Trysha	X	0008	25		Mary Ahern	617-875-3224
0009	Aiello	Dawn	X	1654	50	25	Andy Hackett	814-880-7239

VOLUNTEERS – PINNING

Overview

Efficiently and pleasantly move riders from registration to the start line.

Saturday # Volunteers: 6-8

Time: 7:45am – 10:45 am

Specific Requirements:

- Ability to stand for duration of shift

Specific Tasks

- Assist riders by pinning rider numbers on their backs.
- Direct riders to the start line
- Keep traffic moving to relieve congestion in Registration area by seeking out riders who need pinning and encouraging them to move along after registration/pinning.

VOLUNTEERS - START LINE

Overview

Ensure safe and smooth starts for the 2 tours.

Saturday # Volunteers: 20

Time: 8:30am – 11:30am

Special Requirements

- Ability to stand for duration of shift
- Ability to communicate effectively with other members of the Start Line and Communications teams.

Specific Tasks

- Direct riders to line up in correct area
- Assist with all starts by corralling riders and ensuring that they go out in waves.
- Check to be sure that riders are wearing helmets and are not using portable music devices.
- Serve as “spotters” as riders leave the start line and head out of Ride HQ
- Manage rider flow from the start line out to Chestnut St.
- Communicate with Start Line once each wave of riders turns onto Chestnut, so they know when to send the next wave.

VOLUNTEERS – HQ SPOTTERS

Overview

Provide encouragement to riders while ensuring safety along the routes.

Saturday # Volunteers: varies

Time: 8:30am – 11:00am

Special Requirements:

- Ability to stand throughout duration of shift
- Wear comfortable shoes
- Under 16 must be accompanied by an adult.
- Outgoing individuals who don't mind being in an isolated (but safe) area, typically with only 1-2 other volunteers, for duration of shift.
- Must have a cell phone with you for duration of shift.

Specific Tasks

- Meet at Volunteer Tent to receive location assignment.
- Caution riders of potential danger (gravel road, heavy traffic, sharp turns, etc.) You will be advised of specific details you should be giving to riders for your location.
- **DO NOT** stop or direct traffic.
- Cheer and encourage riders as they pass.
- Wear an identifying vest.
- Stay at your location until the bus picks you back up – do not leave your post for any reason.
- Have a cell phone on you during shift –call HQ to report any problems or emergencies.

VOLUNTEERS – BBQ BACK OF HOUSE

Overview

Assist with set-up, preparation, and serving of all food and beverage items in the BBQ tent.

Saturday # Volunteers: varies

Time: 9:00am - 3:30pm

Special Requirements:

- Some volunteers who are comfortable grilling will be needed
- Some volunteers with the ability to lift heavy boxes will be needed.
- Volunteers will be on their feet for the duration of their shift.

Specific Tasks

- Unload BBQ items from truck
- Set up BBQ area, including tables, linens, serve-ware, etc.
- Grill food: pre-cooked chicken, ribs, burgers, hot dogs and and veggie burgers, under supervision of volunteer captains.
- Wrap food and prepare for service
- Help pack up leftover food at the end of the BBQ.
- Keep beverage coolers filled

Breaking Down

- Pack up all leftover food on refrigerator truck to deliver to shelter
- Move all beverages, paper goods, and other items that will remain at HQ to the Warehouse.
- Empty all coolers and store in warehouse
- Empty all remaining bags of ice
- Pack of all chafing dishes, grills, etc. to prepare for pick-up
- Place all trash in correct area for pick-up
- Leave BBQ area “as found” with all items stored away and ready for pick-up.
- Sweep BBQ area inside and outside the tents.

VOLUNTEERS – BBQ FRONT OF HOUSE

Overview

Maintain a clean and presentable BBQ area; serve food to all guests.

Saturday # Volunteers: 12 servers and 4 -5 runners

Time: 9:30am – 3:00pm

Special Requirements:

- Some lifting may be required.
- Volunteers will be on their feet for the duration of their shift.

Specific Tasks

- Serve food to volunteers, riders and guests in an enthusiastic, friendly manner.
- Anticipate shortages of food/beverage and notify appropriate volunteer captain or event manager in a timely fashion.
- Replenish food, beverages, ice, etc. as needed.
- Maintain “front of house” by keeping tables clean and free of waste.
- Monitor tables within BBQ area – remove plates, cups and other waste left behind.
- Ensure that the seating area within the BBQ is clean and functional.

Close Down

- Assist with packing up chafing dishes, serving baskets, etc.
- Remove signs and banners, store in designated area
- Assist with removing tablecloths, placing in bags, and moving to storage area

VOLUNTEERS – FINISH LINE/CHEERING

Overview

Provide an exciting environment for EVERY rider as they cross the finish line.

Saturday **11:00am – 3:00pm**

Special Requirements

- Outgoing, enthusiastic Individuals
 - Volunteers will be on their feet for the duration of their shift.
- ***This is a perfect volunteer position for children/teens

Specific Tasks

- Stand in the designated area near the Finish Line
- Enthusiastically cheer and welcome riders as they approach and cross the finish line.
- DO NOT leave designated area until your shift is complete.
- Cheer the last rider in with the same enthusiasm as the first rider!
- Bringing hand-made signs is encouraged!
- Work to slow rider traffic as they approach finish line, then stop traffic after crossing.
- Facilitate the movement of rider traffic to prevent congestion
- Point riders in the direction of the water/Gatorade/snack table

VOLUNTEERS – T-SHIRT TENT

Overview

Provide riders with t-shirts. Ensure that each rider receives one shirt.

Saturday **11:00am – 3:00pm**

Special Requirements

- Ability to stand for duration of shift
- Ability to lift heavy boxes

Specific Tasks

- Set up t-shirts by no later than 11:15am.
- Have t-shirts arranged and clearly marked according to size.

Closing Down

When you leave your tent/area for the day, the only thing left should be tables & chairs stacked under the tent.

- Collapse tables & chairs and stack them for pick-up
- Return all supplies, boxes, toolkits, etc. to Ride Warehouse (inside Rodman Truck Center.)
- Take down all signs and banners and bring them to the Ride Warehouse (inside Rodman Truck Center.)
- Sweep your tent/area. (Push brooms will be located in the Warehouse. Please return the broom when you are done sweeping.)

Overview

Maintain cleanliness of the grounds throughout event day.

Saturday **Number of Volunteers:** 3

Time: 7:00am – 4:00pm

Specific Tasks

- Place trash receptacles around the site first thing in the morning.
- Continuously empty trash receptacles throughout the site.
- Using a gator or other Ride vehicle, transport trash bags to on-site dumpster.
- Remove all receptacles and transport to dumpster once event has ended.
- At the conclusion of event, blow and sweep lot to remove any remaining trash

VOLUNTEERS – BREAKDOWN & CLEAN-UP

Overview

Return HQ to its pre-event condition.

Saturday **Number of Volunteers:** 20

Time: 2:30pm – 6:00pm

Special Requirements

- Individuals who are able to lift/move heavy objects strongly preferable
- Be prepared to work hard and get dirty.

Specific Tasks

- Break down all tables and chairs in tents – stack neatly under tents
- Take down any remaining signage – store in Warehouse
- Remove any remaining decorations and store in Warehouse
- Assist with disposal of leftover food, paper goods, and other trash as needed.
- Sweep & blow event space; pick up trash
- Other tasks as need to return site to original condition and prepare for tent/equipment pick-ups.



2024 RODMAN RIDE FOR KIDS Volunteer Waiver

I, (name) _____, have offered my services to the Rodman Ride for Kids on Saturday, September 21, 2024 and state that I will accept only those volunteer tasks which I am physically able to perform. I have no known medical conditions which would indicate that I should not participate. I will supervise and assume responsibility for the safety of any children (under the age of 18) in my care during the event. I waive and/or release any and all claims against any agent, employee, representative, person, or entity in any way affiliated with any agency, sponsor, municipality or individual connected with the Rodman Ride for Kids for any injury, loss or damage arising from my participation both active and passive in the Rodman Ride for Kids.

I hereby give my permission for my image or for that of any of my children (under the age of 18) to be used in any photo, film or video tape of the event for any purpose. In so doing, I agree to abide by all directives, rules and regulations, both verbal and written, set forth by the organizers of the Rodman Ride for Kids.

Signature of Volunteer

Date

Cell #

Names of children under 18 volunteering with me for whom I am responsible:



2024 RODMAN RIDE FOR KIDS

Waiver for Participant Under Age 18

(1) I understand the potential hazards connected with long-distance bicycle riding and state that (participant's name) _____ is physically able to participate in the Rodman Ride For Kids on Saturday, September 21, 2024, and has no known medical conditions which would indicate that s/he should not participate. As parent/legal guardian, I waive any and all claims against any agency, sponsor, municipality or individual connected with the Rodman Ride for Kids for any injury, loss, or damage arising from his/her participation in the Ride. I hereby give my permission for his/her image to be used in any photo, film, or video of the event for any purpose. I agree to ensure that s/he will wear a bicycle helmet and will abide by the rules set forth by the organizers of the Rodman Ride for Kids.

I do not agree with one or more of the above statements and the child named above will leave the property immediately.

(2) My child will be riding with (check one):

_____ me, my spouse, or child's parent: (Name) _____

_____ other person whom I approve: (Name) _____

(Relationship) _____

(3) In case of emergency:

(Name) _____

(Relationship) _____

(Phone) (_____) _____

(4) Signed: _____
Signature of Parent/Guardian

Date
